



LIVINGSTONE

Adventist Academy

Interschool Sports Program

5771 Fruitland Road NE
Salem, OR 97317-3369
Phone: (503) 363-9408



“Love the Lord your God with all your heart and with all your soul and with all you mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.” Mark 12:30-31

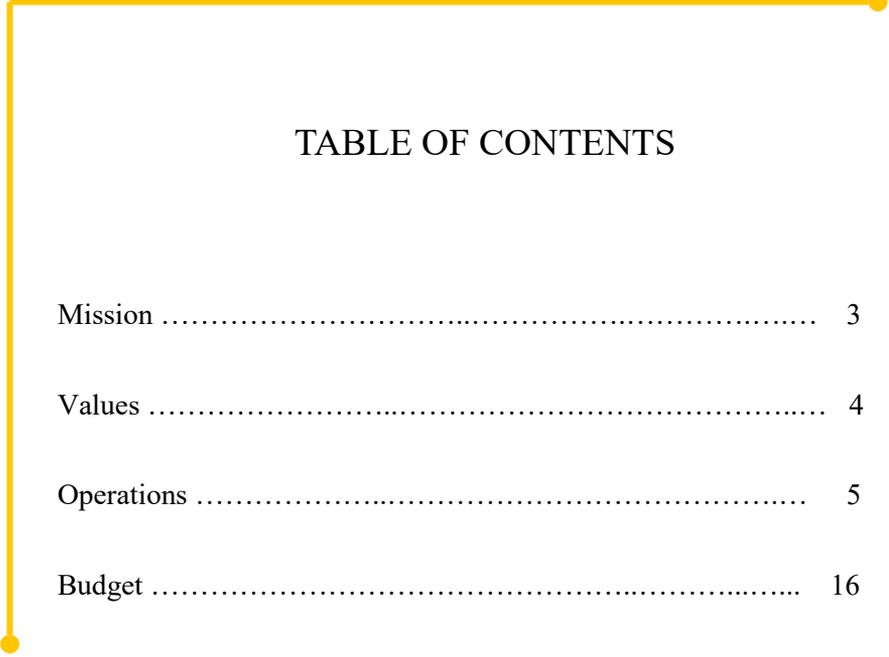


TABLE OF CONTENTS

Mission	3
Values	4
Operations	5
Budget	16
Athletic Eligibility	16
Stakeholders	17
Special Awards	17
Assessment Process	18
Conflict Resolution	19
Record Keeping	20
Miscellaneous	20

Livingstone Adventist Academy reserves the right to amend policies listed herein the LAA Sports Plan as voted by faculty and school board. Livingstone Adventist Academy also reserves the right to interpret rules and policies as individual situations and needs arise.

LIVINGSTONE ADVENTIST ACADEMY

SPORTS PLAN

Rationale: Athletics compliments the greater mission of Livingstone Adventist Academy. Lessons of commitment, teamwork, tenacity, perseverance, and overcoming adversity can be learned through sports. Our Athletics programs offer opportunity to strengthen the larger community of Livingstone as parents and community members come out to show their support to our students. Enthusiastic participation from parents and community is important as we honor God through positive athletics.

This school plan contains the philosophies, policies and guidelines which govern Livingstone Adventist Academy's sports program, as well as some of the important rules and regulations required by Livingstone and governing leagues. Although it is considered comprehensive, there will invariably be situations that are not outlined in this plan. Having a common understanding of the rules and regulations that govern athletics will assist in significantly reducing concerns.

We ask that you read this handbook thoroughly with your student athlete (s).



I. Mission:

The mission of Livingstone Adventist Academy is to inspire its students to know God, seek wisdom and to serve others. LAA's athletics program helps to fulfill the mission of the school by teaching a Christian way of life expressed through participation in Christ-centered activities that promote the development of the whole person physically, mentally, spiritually, emotionally, and socially.

Knowing God:

"So that you walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God." Colossians 1:10

"For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope. Then you will call upon me and come and pray to me, and I will hear you. You will seek me and find me, when you seek me with all your heart." Jeremiah 29:11-13

Seeking Wisdom:

"Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly; I do not fight like a man beating the air. No, I beat my body and make it a slave so that after I have preached to others, I myself will not be disqualified for the prize." I Corinthians 9:24-27

"He who gathers crops in the summer is a wise son, but he who sleeps during harvest is a disgraceful son." Proverbs 10:5

Serving Others:

"As iron sharpens iron, so one man sharpens another." Proverbs 27:17

"As each has received a gift, use it to serve one another, as good stewards of God's varied grace." 1 Peter 4:10

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interests of others." Philippians 2:3-4

"Dear friends, since God so loved us, we also ought to love one another." 1 John 4:11

II. Values:

The primary goal of athletics at Livingstone Adventist Academy is to provide a program that develops a Christ-like character in all student athletes, encourages physical activity and fitness, builds individual and teamwork skills, develops commitment and perseverance, promotes school pride, and provides opportunities for positive witness in the community.

Sports Offered

Middle School:

Coed Soccer
Girls Basketball
Boys Basketball

High School:

Code Soccer
Girls Basketball
Boys Basketball.
Girls Volleyball

For Middle School athletic activities, the primary goal is to teach game fundamentals, teamwork, sportsmanship, the concept of commitment, respect for authority, and most importantly, development of the athlete spiritually. The Middle School level attempts to refine the basic concepts learned to participate, with greater emphasis on teamwork, skill improvement, and a greater depth of spiritual growth.

At the High School level, the sports program requires an increased level of commitment from each individual athlete. Many biblical principles, character qualities, and life lessons can be learned through participation at this level. Coaching demands at the High School level are at a higher level and it requires dedication by the athlete and support of parents for the athlete's success.

III. Operations:

A. Leadership.

The key to a successful athletic program is Christ-centered, competent leadership. LAA's Athletic Director and coaches must help our school, players, and spectators learn that sports are activities where we maintain our Christian values.

Livingstone participates in the CASCO 1A League of the Oregon State Athletic Association (OSAA) and therefore abides by the standards set forth by this organization. LAA's Athletic Director maintains current trainings and ensures Livingstone's compliance with OSAA rules and regulations.

We recognize that each athletic program should have a clearly established chain of command. Our administrative structure is:

- a. School Principal: The principal is responsible to see that all policies are being enforced and followed throughout the year. The Principal reviews and reports on the Sports program to the School Board.
- b. Athletic Director (AD): the person responsible for the day-to-day operations of the Interschool Sports Program, and provides proactive leadership to fulfill the mission and values of the program. The Athletic Director provides oversight and guidance for the Interschool Sports Program, ensures LAA's sports program is in compliance with local OSAA rules, is responsible to register participants for the annual WWU tournaments, collaborates with coaches in scheduling any make-up games, collaborates with coaches to provide season game schedules to participating student athletes and their families and is there to assist coaches in making travel arrangements to and from games. The AD also is responsible for reporting back to the Principal any significant issues which may need the Principal's intervention.

The following requirements apply for the AD position:

- Attends required OSAA/CASCO League meetings/trainings
- Complete Coaching Distinctively Adventist Sports training
- Completes Safe Schools CPR, First Aid, and Concussion Awareness training

- c. School Board Chair: ensures the Principal opportunity to report any issues for LAA's sports program if need be to the School Board through regularly scheduled Principal reports.

A. Infrastructure

- a. Equipment - All student athletes should protect and take care of the LAA facilities used for practices and games. Equipment and trash should not be left on the field or in gyms after practices and games. Lost or intentionally damaged equipment will be charged to the athlete. All equipment must be clean and returned to the coach, Athletic Director or school office within one week after the last game of the season.
- b. LAA will provide safe, clean, hospitable facilities for all home sports events.
- c. Travel arrangements for athletic teams to and from games is the responsibility of the coaches in collaboration with the Athletic Director. When busing has been arranged, team members are strongly encouraged to travel with the team. Anyone not associated with the team should not travel with the team on the bus. All athletes not traveling in their parent's vehicle will travel in designated vehicles where the drivers have received prior approval from Oregon Conference Risk Management department by completing a school volunteer form, have provided the school office proof of a current drivers license and have provided proof of adequate insurance coverage. Any approved driver must be 21 years of age or older to transport student athletes and meet the described criteria set above.

On rare occasions student athletes have been granted written approval to drive themselves to an away game. Only students that live in the area that the away game is being played may take their own car. Any student wishing to drive themselves to an away game must complete an Alternative Transportation Waiver Form (kept in the school office). Students younger than 21 years of age cannot transport other athletes unless they are a sibling. This form requires parent signature and approval from the School Principal and coach. Students must notify their coach or Athletic Director at least 24 hours prior to the event should they wish to drive themselves.

Any approved vehicle transporting team members must have enough seat belts to accommodate all passengers. Passengers/drivers being transported in school vehicles shall use the seat belts if provided.

Everyone must remain seated while the vehicle is moving.

Boarding the bus while at visiting schools and restaurants will be done together and with a coach or appointed adult supervision. All team members should arrive and depart all athletic events together unless directed otherwise by the coach.

While at a game but not participating, all student athletes will stay with the coach or an adult who is appointed to supervise.

Any behavior such as yelling, screaming, horseplay, etc., which could significantly distract or impair a driver's ability to focus on driving or could cause a dangerous situation to occur, is not allowed.

Music, Ipods, or other electronic devices are not to be used on the bus unless permission has been granted by the traveling supervisor/coach and sounds are played through earbuds/headphones. All music and content viewed must be age appropriate and considered appropriate for such a school sponsored function. At the discretion of the driver, chaperone or supervisor, any or all electronic devices, music or content may be prohibited from being played on the bus and/or during any particular athletic event or travel.

- d. Sabbath hours should be free of any sports program demands or sports travel.
- e. All student athletes must complete the school consent form for participation in the specific sport they are participating in (school office or coach). Each student must complete an eligibility check form signed by LAA's Business Manager indicating that the athletic fee has been paid prior to any practice or play. During the sports season, the School Registrar shall provide weekly ineligibility reports to the AD. If any athlete receives less than a 73% average in any class, classwork must be brought up to at least 73% and have the specific teacher of that class sign off on that grade before they are allowed participation in any practices or games.

- f. All participating athletes must complete a Parental Consent and Release Form and turned into the Coach, AD or School Office prior to participating in any practices or games. These forms must go with the team when traveling to an away game or WWU tournament. The forms must be kept with the driver that the student is traveling with in case of an emergency. Coaches must also have a copy of these forms during all games.
- g. All students at Livingstone Adventist Academy who are deemed eligible to play are invited to participate in an open tryout. All coaches must post notices of date, time, and place of such tryouts.
- h. In order to ensure that LAA provides a welcoming environment for our visitors, all sports banners/posters must receive prior administrative approval before posting.

D. Team Principles.

- a. Should a large number of students try out for a given team, difficult decisions of who will be on the team roster will be made based on student's individual sports skills, attitude, commitment, and willingness to be a team player. Team size is determined by LAA's AD and may be based on number of available uniforms.
- b. On teams with multiple grade levels trying out, when all factors of skill level are equal, coaches will give preference to upper classman to fill the team. However, selection of players for the team, will be based on skills/talent/work ethic and not according to what year they are in school.
- c. As a general rule, 6th-8th graders are considered candidates for our middle school sports. On a rare occasion, there may be too few middle school students to field a full team. In those rare occurrences, middle school sports can then include 5th grade students.
- d. While coaches are encouraged to give as much opportunity for all players to play, whatever LAA does, we strive to do well. Therefore, students that are consistently late or miss practice will have reduced playing time compared to those that are punctual and attend practice regularly.
- e. Playing time will be determined by coaches. They will make these difficult decisions weighing a number of factors. Generally, the most competitive, skilled team mem

bers will play the major portion of contests; however, teams cannot be successful without committed substitutes. As with starters these athletes must work as hard as they can to help make their respective teams as competitive as possible, and be ready at all times to step forward to compete. They must also demonstrate the perseverance and commitment to strive to advance to a starting role. All eligible players should be given the opportunity to play a portion of every game.

- f. When considering practice time for sports, maintaining balance between school, family and sports is important. Team practices should not exceed 6 hours per week once season games have begun and up to 8 hours pre-season. In some rare situations practices may need to be held on a Sunday. However, practices should not typically be scheduled on a Sunday or Saturday after sundown.
- g. Players may give up their spot on the team roster up until the end of the first week of practices without penalty and can receive full compensation for all athletic fees paid for that sport. No student will be eligible for reimbursed fees following the first week of practices.
- h. All uniforms are due to be returned clean and in good condition (normal wear and tear accepted) to the coach, AD or school office the following week of the last game.

D. Coaches.

Our coaches have an incredible opportunity to impact our students' lives. Therefore, we have the following standards for our coaches:

- a. Qualifications:
 - i. Have completed the "Coaching Distinctively Advent-ist Sports" on-line course.
 - ii. Have skills/experience and are knowledgeable in the sport they are coaching.
 - iii. Have completed SafeSchools CPR, First aid and Con-cussion Awareness training.
 - iv. SafeSchools mandatory child abuse reporting training is strongly encouraged.

- b. Attributes:
 - i. Consistently represent the mission and values of our school
 - ii. Have a passion for students
 - iii. Proactively and consistently embody the values and attributes provided in the “Coaching Distinctively Adventist Sports” on-line course
 - iii. Will not coach or travel alone with a student.
 - iv. As a representative of LAA, coaches will not display/promote any personal or political beliefs/agenda’s during coaching that may shed a negative light on LAA (i.e. such as remaining seated during the national anthem, etc.).
- a. Responsibilities:
 - i. Selects a team roster at tryouts,
 - ii. In conjunction with the Athletic Director shall establish practice schedules for each sport.
 - iii. Ensures the quality of each practice.
 - iv. Assures that a medical kit and team book with LAA medical consent forms for each player is available at all training sessions and games.
 - v. Ensures collection of player fees.
 - vi. Provides a fun and relaxed atmosphere conducive to developing player esteem, character, social skills, physical skills, school pride and respect for others.
 - vii. The coaches shall make every effort to conduct the sports program in such manner as to give full and active support to the educational and character aims of Livingstone Adventist Academy.
 - viii. The coaches shall have thorough knowledge of the academic rules and standards of Livingstone Adventist Academy and give support through holding students accountable should students class average dip below 73%

- ix. All coaches shall conduct their sports programs in such a manner as to assure that the major emphasis is placed on building character, sound health practices, and broad educational aims. These attributes are for those who participate in athletics, as well as those who are fans.
- x. Coaches must understand that their actions and behaviors will be a role model to the students they coach. They also are seen by the community as representing LAA therefore, each coach will always
 - i. strive to live up to and have their athletes live up to LAA's philosophy of athletics.
- xi. Make travel arrangements in collaboration with the AD.
- xii. Make sure that all eligible players play a portion of every game.

E. Players Code of Ethics.

- a. Being an LAA student who participates in the sports program is a student's choice and thereby a privilege. Student-athletes shall conduct themselves in a way that brings positive recognition to God, Livingstone Adventist Academy, their team, their sport and themselves. An LAA student-athlete reflects the mission and identity of the school, no matter where he/she is. Student-athletes are expected to behave at all times with consideration for others in thoughts, word, and deed and student-athletes must abide by the school's stated rules and any others stipulated by athletic department staff members.
- b. In order for students to be eligible to participate in sports, all classes from the previous semester will have had to receive passing grades (D or higher).
- c. All student athletes should be ready to accept numerous challenges in their pursuit of Christ-likeness, a few of which are: humility, selflessness, leadership, diligence, faithfulness, commitment to integrity, and joy in playing with excellence. These are certainly worthy commitments for participants in LAA's athletics to pursue and try to attain that high goal of "taking every thought captive to the obedience of Christ" (2 Corinthians 10:5).

- d. All student athletes are expected to be punctual and prepared for all games and practices, to have a dedication to their team and teammates, to maintain their ongoing responsibility to academic excellence, to have respect for and responsiveness to their coaches, and to maintain Christ-like sportsmanship in all circumstances.
- e. A student athlete who receives less than 73% average in any class will be unable to practice or participate in practices or games with the team until that grade is cleared in writing by that specific teacher.
- f. Student athletes are expected to be examples of good conduct to other students. In that regard, if a student athlete receives a suspension from school on a game day, they will not be allowed on campus or allowed to participate in that game or practice.
- g. The use of profanity, taunting, or verbal abuse towards officials or others will not be tolerated. The use of profanity on or off the field will result in a five school-day suspension from the team and at least one game missed. Repeated actions will result in further athletic suspension/probation.
- h. Fighting during athletic events will result in at least a five school-day suspension from game play. More severe discipline action may be enacted depending upon the circumstances. A second occurrence will automatically suspend the player for the remaining season and will be placed on athletic probation for the next sports season.
- i. If any LAA player is ejected from any contest, he/she will not be allowed to participate in the next scheduled contest but may sit on the bench. If the same player is ejected a second time from any contest, he/she will not be allowed to participate in the next two scheduled contests but may sit on the bench. If the same player is ejected from any contest a third time, he/she will not be able to participate in or attend any athletic event until the beginning of the next school year.
- j. Athletes are to be good representatives of Christ and Livingstone Adventist Academy on road trips. Failure to do so may result in suspension or dismissal from the team.

- k. Livingstone Adventist Academy does not condone and will not tolerate “hazing” or “initiations” of athletes. Any such actions will result in suspension and/or dismissal from the athletic team.
- l. Student Athletes that participate in the sports program by doing so also agree to provide volunteer coaching to help LAA’s Lions Cub Skills Camp in the spring time.

F. Spectators and Sportsmanship.

Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. 1 Corinthians 10:31

- a. During home contests, we serve as hosts to the visiting team, its students and spectators. They are our guests, and they should be treated accordingly. At away contests, we are expected to act as invited guests. We will treat the home school's personnel and facilities with care and respect.
- b. As participants and spectators, we want to cheer for our team, not against the opponent, being modest in victory and gracious in defeat. Additionally, we will regard the rules of the game as an agreement, the spirit and letter of which we should not break. Players play the game, coaches coach the game. No official has ever "lost" a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect and we will accept absolutely and without quarrel the final decision of any official.
- c. Our LAA community should be free from any misconduct such as the use of profane words, or verbal or physical harassments towards others including referees, players and coaches. Any violation of this expectation could result in dismissal from the event or further disciplinary action from the school.
- d. Promoting and encouraging good sportsmanship by coaches, athletes, fans, and parents is very important to Livingstone Adventist Academy. We believe that, as a Christ-centered school, we must hold ourselves to the highest level of sportsmanship and behavior on and off the playing field. The school’s administration, athletic director, and coaching staff are committed to fostering an environment of enthusiasm and school spirit consistent with

the high standards of sportsmanship and respect for opposing teams and game officials.

Livingstone Adventist Academy Athletes:

- Play hard within the rules of the game.
- Win with humility, lose graciously, and congratulate opposing coaches and players.
- Respect officials and respect their decisions.
- Remember that you represent your school, coaches, family, as well as your heavenly father.
- Remain positive towards coaches and teammates.
- Respect the property and facilities used by LAA and their opponents.

Livingstone Adventist Academy Coaches:

- Serve as a positive role model for players.
- Inspire in players a love for the game and a desire to win.
- Show restraint and respect when dealing with officials and opposing coaches.
- Reinforce respect and good sportsmanship in practice and game situations and hold their players accountable for unsportsmanlike behavior.

EXAMPLES OF SPORTSMANSHIP BEFITTING CHRISTIANS:

- A. Applause or cheering is appropriate when:
- a. Your team is getting a rebound.
 - b. Your team is stealing the ball from the opposition.
 - c. Your team is intercepting a pass.
 - d. Your team is picking up a loose ball.
 - e. Your team gains the tip on a jump ball.
 - f. Your team receives the ball after being lost out of bounds by the other team.

- g. Your team receives the ball as a result of a rules violation by the other team.
 - h. Your team scores.
 - i. Your player makes an outstanding pass to set a teammate up for a score.
 - j. By an outstanding pass, dribbling or some other means, a player averts the loss of the ball to the other team.
 - k. Your team blocks an opponent's shot.
- B. The failure of any player should not be ridiculed.
- C. At certain times, noise is inappropriate when:
- a. An official makes a call with which you disagree.
 - b. A player is on the free-throw line.
 - c. The opponent's coach stands to his feet to instruct his team.
 - d. Booning or heckling is discourteous and unsportsmanlike and will not be tolerated.
- D. While in the gymnasium keep comments positive – remembering that you are sitting among parents some of which are from other schools. For the same reasons, avoid comparing aloud the skills or attitude of a player.

Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity. -- I Timothy 4:12

Set a watch, O Lord, before my mouth; keep the door of my lips. -- Psalms 141:3

IV. Budget:

- A. Our school values its Interschool Sports Program enough to provide a portion of its operating budget.
- B. Our students and parents who benefit directly by participating in the Sports Program also provide a portion of its operating budget to partially offset their own incurred costs.
- C. We welcome donations to our sports program by making donations payable to Livingstone Adventist Athletics or Sports Program.

V. Athletic Eligibility:

- A. In order for students to be eligible to try-out/participate in the sports program, students must have received at least a passing grade of D or higher in all last quarter grades for middle school or last semester for high school.
- B. All Student-athletes must not be on academic probation (Academic Probation is defined as receiving less than 73% average in any class).
- C. LAA's Registrar will have final determination of academic eligibility to participate in the sports program.
- D. Any student athlete that receives a grade of less than 73% is automatically placed on athletic probation and may not participate in practices, games or dress down with the team until classwork is brought above 73% and written evidence to that fact from that specific teacher has been turned in to the coach.
- E. A student athlete must abide by the following guidelines if placed on an athletic or academic probation.
 - a. A student athlete on probation or suspension can not practice, travel, or dress out for a game with the team while on probation. These guidelines also apply to managers, statisticians, and scorekeepers.
 - b. Any violation of the probation or suspension guidelines may result in dismissal or suspension from the team.

- F. All students participating in OSAA sponsored sports must abide by OSAA rules/regulations. OSAA rules require that Livingstone High School students must be enrolled in and attending at least 5 separate classes in order to participate in OSAA sports and have passed at least 5 of their last semester classes (LAA policy states they must have passed all classes in their last semester).

VI. Stakeholders:

- A. School Board
- B. Principal
- C. Faculty
- D. Athletic Director
- E. Students
- F. Coaches
- G. Parents
- H. Constituents
- I. Conference Office of Education
- J. Community
- K. Officials/Referees
- L. League/Sports Conference

VII. Special Awards:

- A. The annual Varsity Athletic Awards Banquet's purpose is to give special recognition to the athletes that have demonstrated the greatest desire to accomplish the purposes and reach the goals of the LAA athletic programs. An evening will be set aside annually to recognize the accomplishments of LAA's athletes. It is a very special time when coaches summarize the spiritual and athletic growth of their teams and parents are able to witness the victories God has performed through competition at LAA. Friends, relatives, and anyone with an interest in LAA athletics are encouraged to attend.
- B. Only athletes who finish the season on the team roster will be recognized at the awards banquet or ceremony.

- C. An athlete who is placed on academic or behavioral probation at any point during that season will not be eligible for an individual award in that sport.
- D. LAA Annual Varsity Athletic Program Awards: The following awards will be presented at the SPRING Athletic Banquet. These awards represent the highest honor an athlete can receive. These awards are determined by a committee of coaches, administrator (s), and athletic director. All aspects of an athlete's conduct, attitude, and ability are used to determine which athlete should receive these awards.
 - a. Christian Leadership Award: given to the athlete male and female who best exemplifies Christ-likeness both on and off the field.
 - b. Academic All Stars Award: given to Juniors and Seniors who have maintained a 3.5 GPA since their Sophomore year.
 - c. Varsity Team awards will be presented by the head coach for each sports team. Team awards: Most Valuable Offensive, Most Valuable Defensive and Most Improved.

VIII. Assessment Process: Our assessment process for the athletic program is based on the philosophy and mission statement of the program, and include annual evaluations.

- A. LAA's Athletic Director will lead out in our annual evaluation of the program. The evaluation will include summarizing the strengths and weaknesses of each aspect of the program including the coaching staff, hospitality teams, students, and budget. The Athletic Director will report these findings first, to the school faculty and administration; and second, to the School Board.
- B. Our Principal to whom the athletic director reports, will conduct an annual evaluation of the Athletic Director.
- C. Our Athletic Director using written surveys from players and observational data will evaluate head coaches.
- D. Our Coaches will evaluate players throughout the season and provide them with a post-season interview that may include their contributions to the team, their strengths, and their weaknesses.

- E. LAA's AD, and Principal will evaluate our entire sports program to ensure that it is maintaining a healthy balance among academics, spiritual, family, recreation, and athletics.

IX. Conflict Resolution:

- A. Athletic involvement can be highly emotional and issues about playing time, team selection, honors and awards can arise. It is very important that these issues be addressed as soon as possible, and as directly as possible, so that they can be resolved promptly. The following model will be used when a problem arises:
 - a. Step One: Personal Contact between Student & Coach is the general rule. The issue should be presented as soon as possible to the coach by the individual student-athlete.
 - b. Step Two: Personal Contact with Parent, Coach & Student
When taking this step please use the following protocol: Wait 24 hours after a triggering event to calmly and respectfully email or phone the coach asking for a time to talk with the coach. Consider before or after practices to accomplish this.

This meeting should happen with your child present.

Try to deal with a conflict within 2-3 days from the triggering event. Keep in mind that this concept does not apply to abusive situations. All concerns of alleged abuse must be presented whenever they come to light.

- c. Step Three: Personal Contact with Coach, Student, Parent & Athletic Director

If a satisfactory resolution is not reached through direct contact with the coach, the student, and/or parent(s) should contact the Athletic Director. As a courtesy, the coach should be informed that this contact is being made. It is very important for all student-athletes and their parent(s) to know that any comments, concerns, or issues raised to the athletic director will be addressed with the coach. Issues concerning coaching personnel may or may not be communicated to others.

d. **Step Four: Student-Athlete – Administration Contact**

If there is not a satisfactory resolution, the student-athlete and/or parent(s) should contact the School Principal. As a courtesy, the Athletic Director should be informed that this contact is being made. There is no guarantee that all parties will agree with all resolutions or findings, however, a respectful discussion can lead to more productive relationships and clearer understandings in the future.

X. Record Keeping:

- A. Our Athletic Director will maintain records of all coaches' completion certificates for the Coaching Distinctively Adventist Sports course, relevant certifications, and any other relevant support documents of our coaches' professional development.
- B. These records will be maintained to provide the Adventist Accrediting Association's visiting team.
- C. Our Athletic Director will also maintain performance records for all sports teams. These records will include information such as teams' wins/losses per season, student individual season and career records, and other records deemed relevant for our school.

XI. Miscellaneous:

- A. When LAA is closed due to inclement weather, there generally will be no practices or games that day unless there is special clearance from the Principal. The School Principal has the final decision on whether a contest should be cancelled or postponed due to inclement weather. At no time should LAA allow practice or games to be held if weather or field conditions create a danger to students.
- B. Proper shoes must be worn on all gym floors. No street shoes, cleats, or other non-athletic shoes are allowed.

- C. As part of LAA's partnership with parents, the athletic department requests involvement and participation by parents of student athletes in the overall function of the athletic program. Because of continual yearly budget constraints and limited athletic department manpower, there are activities that need parent support and volunteer time in order for our programs to function properly.
- D. Concession volunteers are responsible for the selling of concessions at all home sporting events. Student athletes and parents may be asked to volunteer to work the concession booth for home games on specifically assigned dates. Again, all efforts will be made so that no parent works during their student's game.
- E. Sports Physicals – In order for students to participate in the LAA Sports program, each student athlete must obtain a physical exam, performed and signed by an approved practitioner (physician possessing an unrestricted license to practice medicine, licensed Naturopathic Physician, licensed Physician Assistant, certified Nurse Practitioner, licensed Chiropractic Physician who has clinical training and experience in detecting cardiopulmonary diseases and defects). Students may not compete or practice in any sport unless a current physical is on file. The Physical Medical Examination form must be signed and turned into the school office. The school office shall maintain these files. (Appendix A)
- F. Parental Consent Form – Each athlete must have a parental consent form signed by parents and on file at LAA. Blank forms may also be obtained from the School Office. (Appendix B)
- G. Concussion Release Form – Every athlete and their parent/guardian must read and sign the AHSAA Concussion Release Form. A copy must be on file in the School office. (Appendix C)
- H. Fundraising for LAA Sports Programs raises funds through our Sports Program, funds are also generated through concessions and entrance fees at games, and from individual gifts. Student Athletes may be asked to participate in individual team fundraising activities. All fundraiser requests should be submitted to the Athletic Director. Any funds raised outside the budget should be used to provide enhancements to our team sports programs such as new equipment, technology, and supplies.

