

Athletic Department Responsibilities

The Athletic Department consists of the Athletic Director, coaches and administrators working closely together to coordinate, facilitate, and administer the athletic program at Boca Raton Christian School. The Athletic Director's responsibilities include the following:

1. Direct the interscholastic athletic programs in accordance with the philosophy and goals of Boca Raton Christian School.
2. Establish and maintain an athletic program that fosters sportsmanship, commitment, and the pursuit of excellence.
3. Be the spokesperson and representative of Boca Raton Christian School athletics and ensure clear and open communication between the media and the school within the context of the athletic program.
4. Maintain high standards for the program through internal recruitment, evaluation, and professional development of coaches and staff.
5. Develop and implement athletic policies and procedures.
6. Order, maintain and inventory the equipment required for the athletic department with assistance from the coaches.
7. Schedule all interscholastic competitions with assistance from the coaches.
8. Update the eligibility list with FHSAA.
9. Complete and mail, fax or email all required paperwork for FHSAA.
10. Ensure compliance with the standards and policies of FHSAA.
11. Serve as coordinator of all tournaments hosted by Boca Raton Christian School.
12. Arrange transportation for all away contests.
13. Hire officials for all home contests.
14. Coordinate, in conjunction with the maintenance department and lawn care vendor, the upkeep of all facilities (mowing, lining, repairing, etc.).
15. Mentor new coaches, as well as support and aid all coaches in their daily tasks. Help coaches become better coaches.
16. Develop facility use schedules for the gym and fields.
17. Aid in disciplinary matters when needed.
18. Maintain files, books and annual record keeping for use by coaches.
19. In conjunction with the coaches, oversee distribution and return of uniforms and equipment.
20. Invoice parents for all missing and lost equipment.
21. Inventory all equipment and uniforms with the assistance of the head coaches.
22. Develop and maintain the athletic budget.
23. Provide general supervision of athletic events and contests.
24. Make coaches aware of clinics and workshops available.
25. Hire and evaluate coaches.
26. Pursue professional development through clinics, conferences, professional organizations, etc.
27. Work with Booster Club to promote Boca Christian athletics.
28. Work with the Home School community to cultivate relationships and welcome participation.
29. Organize end of year Sports Banquet
30. Regulate key distribution and collection with coaches
31. Everything else I forgot to mention

Athletic Philosophy

1. The fundamental purpose of Boca Raton Christian School athletics is to allow each student athlete an opportunity to integrate their Christian faith with their athletic endeavors.
2. All Boca Raton Christian School athletic programs are committed to providing student athletes with experiences that will inspire them to fully develop their God given gifts for His glory. We believe in the development of the “whole person”, in accordance with our mission statement. The athletic program seeks to be balanced and therefore helps meet the needs of the whole child socially, emotionally, intellectually, aesthetically, physically, and above all, spiritually. Luke 2:52
3. The size of each varsity team will vary depending on the sport and whether or not a Junior Varsity team is fielded. A player who earns a place on a varsity team should be proud of this accomplishment. However, in choosing to accept an earned position on a varsity team, a player should know there are no guarantees governing his or her playing time in an interscholastic contest. Determining factors for quantity of playing time are the player’s adeptness in the sport, proven effectiveness on the field, attendance record for practices, team meetings and contests, willingness to cooperate with players and coaches, effort, and the display of team unity and good sportsmanship.
4. The school’s athletic philosophy is drawn from Biblical commands such as those listed:
 - * To be a good steward of one’s body – Romans 6:13, Romans 12:1
 - * To develop one’s body to be fit and honoring it as a temple of God – 1 Corinthians 6:19-20
 - * To demonstrate good sportsmanship and integrity – Proverbs 29:11, Galatians 5:22
 - * To encourage others – Ephesians 4:29
 - * To compete to the glory of God – 1 Corinthians 10:31
 - * To strive to reach one’s maximum potential – Ecclesiastes 9:10, Colossians 3:23

Coaching Philosophy and Principles

1. Our main goal is to provide a spiritually nurturing environment that honors God and provides an enjoyable, memorable experience for each of our student athletes.
2. Sportsmanship is a top priority. We respect the game, its rules, and its officials. We strive to win, but we follow the rules. Coaches set the proper example.
3. Coaches are educators. We are responsible for the education of the student athletes on our teams. Teaching and encouraging principles such as responsibility, diligence, cooperation, and integrity are the most important parts of our job.
4. Coaches are role models, always striving to model respectful behavior to players, opponents, officials, parents, and fans. We represent Christ and the BRCS community. We teach our student athletes how to win with class and how to honor our opponents even when we are defeated.
5. As coaches, maintaining proper perspective is critical. We are always more concerned with our players’ development as human beings than with their development as athletes.

6. We will measure our success by our ability to influence our student athletes in three areas: effort, teamwork, and attitude. We will do the best we can to produce a sense of pride through hard work.
7. Winning is not the primary goal. Our focus is on the development of student athletes in the mental, physical, social / emotional, and spiritual realms. If we do this we are confident the desired result (winning) will take care of itself.
8. Health and safety of the student athletes always come first. We strive to utilize proper teaching and to instruct our players to use proper techniques and safe methods of play.
9. Our coaches stay on the cutting edge of their sport and provide the necessary training to help all student athletes increase their abilities in an effort to prepare the team to be a winner on the field or court.

Coaching Responsibilities

Coaching is a multi-faceted endeavor. On most days it is a very exhilarating and rewarding job, but on others it can be burdensome and stressful. The job of a teacher/coach at BRCS is especially demanding as coaching usually comes at the end of an already full day. It takes time and patience to do the job well as conflicting pressures come from the many hats we wear. As coaches, it is important that you fully understand your responsibilities and the amount of influence you have on your student athletes. The Athletic Department, school, parents, and students greatly value the effort, enthusiasm, and commitment each of you brings to this aspect of the job.

A Coach Must Have

1. A relationship with Jesus Christ that is evident in their daily walk
2. A desire to impact teenagers and make a difference in their lives
3. Knowledge of and skill in the sport he or she coaches
4. Organizational ability
5. Strong ethical behavior, fairness, friendliness, and firmness
6. Adherence to school philosophy, mission statement, policies, and procedures
7. Ability to maintain standards of student conduct
8. Ability to lead and motivate and the desire to set a good example
9. Good management of time, equipment, and facilities
10. The ability to observe, listens, analyze and communicate
11. Flexibility
12. The ability to resolve conflicts successfully
13. An attitude of cooperation with the school administration and other coaches

Other Requirements

1. All high school coaches will follow FHSAA rules and regulations.
2. Each head coach is required to have a current CPR and first aid certification.
3. All paperwork must be completed with the Business and Athletic Offices prior stepping foot on a field or court for practice or a game.
4. Complete online concussion course each year before your season begins. *(Pg. 18)
5. Complete the Bloodborne Pathogen booklet and Quiz at coaches meeting.
6. Attend Sports Banquet and **briefly** summarize your season and present awards.

Leadership

A coach is a leader and leader's job is to reach predetermined goals through other people. It is absolutely essential to establish and maintain a consistent philosophy toward the players and how they will be treated. You must set standards for your team. You must communicate clearly at the start of the season the expectations you hold for attendance, punctuality, attentiveness, and behavior. These standards should be discussed at length with parents and players at a team meeting prior to the first game of the season. Whenever possible and appropriate, give some responsibility to the players and share decision-making with them. Institute a cooperative style of coaching where your players feel included.

Sportsmanship

Teach respect for individuals, coaches, teammates, opponents, officials and spectators. The use of profanity, rude language or "trash talk" is unacceptable and should be dealt with promptly. **You should not accept or tolerate poor sportsmanship of any kind** as it taints the athletic experience for all involved. The behavior of your team is a direct reflection on you.

A player who shows poor sportsmanship should be removed from the game immediately. This act will show everyone in the playing area – your team, the opposition, officials and spectators that BRCS does not condone such behavior. Any player who is ejected from a game or match for unsportsmanlike behavior is automatically suspended for a period of one week (two game minimum – except football) and may receive further disciplinary action from the FHSAA. Further consequences will be administered by BRCS, which may include a written letter of apology and community service time.

Responsibilities for Games

Athletic contests can be held on any day of the week except Sundays. When possible, Wednesday games should be avoided in order to allow for student athletes to participate in youth ministry functions at their local church. The schedule is subject to change. All decisions regarding a change in the schedule will be made in conjunction with the Athletic Director.

Discipline

Come down firmly on those players who display a lack of respect for opponents or officials, and on those players who use obscene language, gestures or “hot-dogging” as a form of expression. **It is important to establish clear expectations for behavior at the start of a season.** This information should be handed to the student athletes and discussed at the pre-season parents meeting.

By letting students know you have rules and expectations, many of the minor disciplinary issues may be avoided: Made the rules few in number, understandable, reasonable and enforceable. When problems do arise, deal with them swiftly, fairly and consistently. If a more serious case presents itself or if a student athlete is not responding to your rules please consult with the Athletic Director to facilitate further disciplinary action.

Major disciplinary issues must be communicated to the Athletic Director before they can occur so that parental concerns can be addressed effectively. The only exception to this would be if the disciplinary action immediately followed something that happened just prior to a game or during a game. Coaches are responsible for notifying the Athletic Director within twelve hours of any serious misconduct by any student athlete on either team at an athletic event.

Game Days - Home Game Checklist

Before the game:

1. Arrange for timers, statisticians, ball boys, water boys, chain crew, etc.
2. Make sure you have the necessary equipment for your game, i.e., balls, scorebooks, etc.
3. Assist with the set up of the scoring table, benches, flags, etc. when appropriate.
4. Check out the field or gym area to make sure everything is in order and safe.
5. Greet the opposing coach and team and go over the arrangements for the game.
6. Greet officials and check on any rules about which you are unclear or that need clarification between you, the opposing coach and the officials.
7. Obtain necessary payment information from all officials. If they do not provide a form of their own, have them fill out one that you will provide.

Music Policy

No music can be played in the gym or on the field without prior approval from the Music Committee. Members include: Bill Hood, Clint Erickson, Jacqui Mitchell & Kim delBosque.

The A.D. has veto power.

During the Game:

1. Be calm, instructive and encouraging.
2. Show self-control in the face of adversity.
3. Be positive.

After the Game:

1. Have your team gather briefly for coaching remarks and prayer.
2. Thank officials, visiting team, and opposing coaches.
3. Always have players shake hands with the opposing team and coaches.
4. Have players assist in collecting all items used for the game.
5. Clean the field or gym, leaving it better than you found it.
6. Monitor the locker room (when applicable) until all players are out.
7. Make sure all student athletes, at any level, are picked up by their parents before leaving school.
8. Lock all doors and gates to the athletic facility before leaving.
9. Turn off lights / turn off AC
10. Call in the game scores and any highlights to the Sun Sentinel & PB Post.

Away Game Checklist

Before leaving:

1. Pick up a copy of the directions and double check to see if the bus driver has the same directions and location as you do.
2. Check the scheduled departure time and leave on time. Do not wait for student athletes who are late. Communicate with your players the day before a game or match regarding departure time, expected return time to school, and the early dismissal time if there is one.
3. Make sure you have picked up everything you need in the way of equipment, water, cups, and first-aid kit in advance of the departure time
4. Read off your team list on the bus before you leave to make sure you have everyone. If someone is missing, report the student's name to the Athletic Office before departing.
5. Make sure you take a team roster listing emergency contact numbers for all of your players.

At the Host School:

1. Remind your players that they are representing Jesus Christ and BRCS.
2. Follow the guidelines from the home game section on the previous page.
3. Make sure your bench area is clean before you allow the team to leave.
4. Be the last to leave the playing field and be sure to check for any items left behind.
5. Take attendance before leaving the host school.
6. Do not allow any student athlete to be picked up at a host school unless you have spoken to the parents.

Upon Returning from an Away Contest

1. Make sure the bus is clean and nothing is left behind.
2. Return all equipment to its proper place.
3. Monitor the locker room (when applicable) until all players are out.
4. Make sure all student athletes are picked up by their parents before you leave.
5. Lock all doors and gates to the athletic facility before leaving.

Officials

During a game, if there is a reason to discuss a particular call with an official, it should be handled at a time out, half time or at the conclusion of the game. Remember to be respectful at all times. **Coaches will be responsible for paying all fines imposed on them by the FHSAA as a result of unsportsmanlike behavior.**

Weather

Please check with the Athletics Office (usually by noon) if the weather is questionable for a decision on your game. Cancelled games will only be rescheduled if they are district contests or if there is a mutually agreed upon date with the school involved.

Early Dismissals

Your team may have a few early dismissals during the season. Early dismissal times will be listed on the schedule so that teachers are aware of when to dismiss students. Please make sure your players are aware of the dismissal times and that they inform their teachers in advance in order to hand in assignments or make up scheduled quizzes and or tests. If a teacher or coach needs to be covered because of an early dismissal, you must plan for class coverage well in advance by notifying the Athletic Director. Be sure to leave with enough time for proper pre-game preparation. Student athletes are responsible for all work missed because of athletics.

Dress

On game days, student athletes on high school teams may wear their team jerseys or approved t-shirts to school in a clean and neat manner. The student athletes will lose the privilege if they abuse this rule. All team members should wear the same color jersey or t-shirt. Please ensure the day before that your team knows which uniform to wear. For a contest, all student athletes must be wearing the same uniform and should not be allowed to compete unless they have all components of the correct uniform. No student athlete may be asked to give up his or her uniform so that another player who has forgotten theirs can compete. Jewelry of any type is not permitted in practices and games. For practices, it is the discretion of the coach what their players wear; however, they must dress appropriately. **Boys must wear shirts at all times and girls must not wear shorts or shirts that are too tight or too small.** Shorts with writing on the back are not permitted. When in doubt, modesty prevails.

Practices

All student athletes must attend practice the day before a game to be eligible to compete in that particular contest. Saturday practice times are up to the individual coach, but you must inform the Athletic Director if you plan to practice on non-school or early release days.

No practice may take place before the official date set by the FHSAA. That means that if any of your players are practicing before the official practice date, you may not be giving them instruction or be present to supervise. These sessions, if they are held must be led and supervised by a qualified parent volunteer.

Extreme Weather Policy

The safety and well being of all BRCS student athletes is the number one priority. In order to avoid injury, extremely hot or cold conditions should be evaluated prior to outdoor practices occurring.

General Lightning Safety

Lightning detectors have been purchased for use by the Athletic Department. If a coach is holding an outdoor practice on a field, and a lightning detector is not available, he or she should use the "flash-to-bang-count" when there is storm activity. The "flash-to bang-count" shall be utilized at the first sign of lightning or thunder activity. Begin counting when lightning is first sighted until the sound of thunder is heard. Divide that number by five to determine the distance of the lightning flash. When the count is at thirty seconds or less, the field must be immediately cleared with everyone proceeding directly to a safe, designed structure. The recommended time to wait to resume outdoor activity is at least twenty minutes after the last sound of thunder or lightning flash.

Do not take shelter under or near trees, flagpoles, or light poles. Avoid standing at the highest point in the area and stay away from water. The "lightning safe position" should be used if you feel your hair stand on end, skin tingle, or hear crackling noises. Assume this position by crouching on the ground, weight on the balls of your feet, feet together, head lowered, and ears covered. Do not lie flat on the ground. BRCS gives the right to each individual student athlete to leave an athletic site or activity if he or she feels in physical danger because of inclement weather. There will be no repercussion or penalty if the student athlete leaves due to inclement weather.

Attendance

Players and coaches are expected to attend all practices and games. A practice schedule for the season should be given to the Athletic Director at the beginning of each season. Any modifications or updates to this schedule should be communicated to the Athletic Director. Every coach at BRCS plays an important role in the overall athletic program. Please try to avoid scheduling meetings or appointments that may conflict with your coaching duties. Academics come first, but please try to be on time to every practice and be prepared to leave for away games on time. If you are going to be absent for any reason or become sick, please coordinate with your assistant coach to cover for you and notify the Athletic Director as soon as possible. Please do not cancel practices without first notifying the Athletic Director. If you are an off-campus coach, please call the Athletic Office as soon as possible if you are unable to attend a practice.

Equipment

Each coach is responsible for monitoring equipment during their season. All equipment must be returned to the Athletic Director within seven working days of the end of the season. Please collect everything used during a practice and or game. At the end of the season, please assess equipment needs for the following year and submit recommendations to the Athletic Director.

Facilities

You are expected to respect the facilities by ensuring that they are left clean and secure after every practice and game. Please communicate any concerns about the facilities (especially regarding safety issues) to the Athletic Director as soon as discovered for action and follow-up.

Weight Room Supervision

For safety and insurance purposes, no student athlete will be allowed in the weight room without proper adult supervision. Anyone using the facility must obey the rules posted by the entrance. No middle school student will be allowed inside the weight room.

Field and Gym Clean Up

Please remember to leave every area clean after you have finished. The team should do this as a whole or you can assign different players the job for each practice or game on a rotating basis. Please also insure nothing is left at a game site or practice site, including backpacks, med kits, coolers, uniforms, equipment, etc.

Administrative Items - Pre-Season Sign-Ups and Rosters:

You will be asked to submit your final roster to the Athletic Director before the date of your first regular season game. Rosters will be “frozen” at the two week mark of you regular season except to bring up a junior varsity or middle school player to your varsity team. The state requires complete rosters before the district playoffs and the school’s eligibility roster must always be up-to-date. Please keep your roster updates throughout the course of the season and turn into the Athletic Office any changes that may occur. Games can be forfeited if student athletes do not appear on rosters or are not eligible.

Team Selection

It is important each coach handles selection on a personal level with proper care and sensitivity. Include objective criteria in your process of selecting the team. There should be some system of analysis that you use to evaluate those who are trying out so that you can support your roster decisions if questioned by a parent. Please provide the Athletic Director with a copy of the criteria you use to select your team. This will help the Athletic Director to support your roster decisions and tryout process. Final rosters will be forwarded by the Athletic Office to the Business Office for the assessment of athletic fees.

Captain Selection

Team captains may be appointed by the coaching staff or elected by team members in conjunction with the coach. This should be done with the understanding that the decision or election must be based on the candidates merit in the areas of leadership, responsibility, and sportsmanship. Their daily actions must exemplify a positive example for all team members to emulate.

Uniforms

Uniforms will be distributed at a specific time after the start of the season (prior to the first game or match) unless specifically needed prior to the season. Please include in your initial letter to parents the proper care involved in washing the uniforms. Students who return uniforms that are discolored or damaged by careless handling will be charged the replacement value of the uniform. **You will receive your stipend when all of the equipment from all of your players has been collected.** Please be alert to uniforms left lying around. You should pick up anything you see lying around and return it to the players who lost it or to the Athletic Director. Any player who has not turned in all of his or her uniforms and equipment within five school days from the last game of the season will not be allowed to participate in any other practices or games until the uniform is returned or paid for. There will be no exceptions to this rule.

Sports Awards

Coaches of interscholastic teams will have the opportunity to present various awards and letters at the Sports Awards evening which is held at the end of each season. Well in advance of the awards night, coaches will be asked to submit a list of all team members who will be honored. Most Valuable Player, Most Improved Player, and the Barnabas Award winners will be submitted by the coach. Attending the Sports Award evening is mandatory for all coaches, as you will be asked to make some **brief** remarks highlighting your season. Parents, of course, will be invited to these ceremonies in order to share in the accomplishment of their children. Please make sure to call all parents of award winners to invite them to take part in their child's special evening.

Communication - With the Athletic Director

As your sport's season approaches, the head coach will need to schedule a meeting with the Athletic Director to review the goals and objectives for that season. Please communicate with the Athletic Director throughout the season. The goal is to avoid a surprise call from a parent or another school to the Athletic Department about an incident that took place of which the Athletic Director had no knowledge. At the end of the season a similar meeting will be scheduled to assess progress and address any concerns of either the coach or Athletic Director.

With your Coaching Staff

The varsity head coach of each sport should have a meeting with all of the coaches in their program (MS and HS teams) prior to the beginning of the season. It is also recommended to have at least one more meeting during the season, as well as a post-season meeting to review team goals, progress, and future considerations.

With Parents

It is mandatory that each coach hold a parent meeting prior to the first regular season game. A letter should be sent home at least one week in advance to all parents specifying the time, date and location of the meeting. Please coordinate these details with the Athletic Director.

This meeting should include the following:

1. Team rules and expectations of the team and each student athlete
2. Explanation of practice and game schedules for the season and directions to all games
3. Guidelines for student athlete and parent behavior at practices and games
4. A contact phone number where parents can reach you with concerns or emergency
5. Parent participation related to home games (gate, concessions, chains, balls, etc.)
6. Booster Club participation

Supervision

No student athletes or team will be left unsupervised during an organized BRCS practice. This means you and/or your assistant coach must be in the central location of a practice or gym, the weight room, or the field. If no direct supervision can be provided, then practice must be cancelled and the Athletic Director notified.

Practice Locations and Schedules

It is imperative you provide the Athletic Director with an up-to-date practice schedule. Please present the exact locations and times of each practice at least one week in advance. If times or dates change, please update the Athletic Director as soon as possible.

Sexual Harassment Policy

In general, any offense a person experiences should follow the Matthew 18 principle, which states that the offended party should first go privately to the person who caused the offense. If that does not solve the matter, then the offended party should take another individual and go again to the offender to confront the issue. If the matter still has not been resolved, the final step would be to take the issue to the authorities of the school. It is then, when the employee feels the need to inform the authorities that the Sexual Harassment Policy would come into effect.

What is sexual harassment? EEOC guidelines define sexual harassment very broadly.

“Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.”

Boca Raton Christian School will not tolerate sexual harassment of employees. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work environment. Sexual harassment from supervisors, co-workers or others who visit the school should be reported immediately to the Business Manager. Any Business Office employee who reports to the Business Manager should report their complaint to the Guidance Counselor. The complaint will be documented and handled confidentially. If you have any questions about sexual harassment or this policy, please contact the Business Manager. When handling sexual harassment complaints, the school will follow the guidelines set forth in the Church Guide to Employment Law by Julie L. Bloss, J.D., CEBS. If a complaint of sexual harassment has been made, the school will take “immediate and appropriate corrective action.”

Pre-Participation Regulations

Each BRCS student participating in athletics must have an annual physical prior to participating in any workouts, practices, or games. Athletic physicals should be dated after May 15th (not required) to allow for full athletic participation for the entire school year. These physicals may be performed by a licensed physician, a licensed osteopathic physician, a licensed chiropractic physician, or a certified advanced registered nurse practitioner. After the physical has been completed, the history portion of the physical form should be filled out by the student’s parents, signed, and returned to the Athletic Office. In addition, the student athlete’s name must be present on the team’s roster to be eligible to participate.

Medical Preparations and Supplies

When a practice or game takes place off-campus, you must obtain a first-aid kit and a cooler of ice for injuries and bring them to the practice or game site. Only coaches, assistant coaches or team managers should get the supplies. Upon returning from the practice or game please make sure coolers are emptied, dried out to prevent mildew, and returned to the appropriate storage area.

Medical Training

All head coaches are required to be certified in Standard First Aid and Cardiopulmonary Resuscitation (CPR), including the use of an Automated External Defibrillator (AED). BRCS will provide opportunities for annual training and re-certification. All assistant coaches will be invited and encouraged to obtain their certifications as well.

Appraisal of Facilities and Equipment

Each coach is responsible for his or her playing or practice area. Prior to the start of practice, you should inspect the area for any inconsistencies on the field or court (i.e. holes, divots, wet spots, abandoned equipment for previous play). If there is an inconsistency or unsafe condition, please report it immediately to the Athletic Director. You should also pay attention to all equipment and take notice if any of it becomes damaged. It is the coach's responsibility to stop using the facility of equipment if it is faulty and to have the equipment replaced or facility repaired prior to an injury occurring.

Emergency Action Plan

The Boca Raton Christian School Emergency Team consists of the Athletic Director, coaches, assistant coaches, competent student athletes, and bystanders. In order for efficient and proper care to be rendered during an injury or emergency situation, the Emergency Team must act in four roles:

1. Provide immediate care to the athlete (establish airway, breathing, circulation).
2. Retrieve the first-aid kit.
3. Activate EMC (upon recognition of emergency or life threatening condition, call 911).
4. Direct EMS to the scene.

If present, the Athletic Director may delegate the above roles to the coach, assistant coach, or a competent, mature student athlete. In the absence of the Athletic Director, the head coach must be able to provide immediate care to the athlete and delegate the other three roles to assistant coaches and/or competent, mature student athletes and/or bystanders.

Recognition of Injury: Severe Injuries:

A serious injury is one in which the student athlete will obviously need to be hospitalized. The coach will need to take immediate action if a team physician, trainer, or off-duty Paramedic is not available. Examples of serious injuries include stoppage of breathing, severe bleeding, obvious fracture, and possible head, neck or spine injury. In the case of such emergencies, follow the following procedure:

1. The coach in charge attends immediately to the injured athlete following those techniques taught through the American Red Cross First AID and CPR Training.
2. The coach in charge instructs someone (preferably another coach) to immediately perform the following actions:
 - A. Activate the EMS system by calling 911. Relay the following information to the 911 operator:
 - i. Your name and title.
 - ii. The phone number and location from which you are calling.
 - iii. Nature of the injuries to the athlete.
 - iv. Location of the athlete (be specific).
 - v. Request an ambulance be dispatched.
 - vi. Identify where someone will meet the EMS personnel.
 - B. Call the student athlete's parents' emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
 - C. Return to the field and assist at the accident scene unless there is a need to remain by the phone or to direct incoming EMS.
3. Continue to care for the student athlete and monitor his or her condition until EMS arrives.
4. Call the Athletic Director to notify him of the injury, when possible. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Injuries of Moderate Severity:

A moderate injury is one that will require a physician's care but is not considered to be life threatening. When in doubt, always consider the injury to be more severe and treat accordingly. Examples of this type of injury include lacerations that may require suturing, possible fractures, orthopedic injuries (sprains/strains) and sickness. In the event of such injuries, following the following procedure:

1. The coach in charge attends immediately to the injured student athlete. They will then follow the techniques taught through the American Red Cross First Aid and CPR Training.
2. Call the student athlete's parents emergency phone number and notify them of what happened without giving a medical diagnoses or prognosis.
3. Turn in a completed Accident/Injury Report Form to the Athletic Director on the morning of the next school day.

Never let another coach or non-medical professional move an injured student athlete if you suspect head, neck, back or fracture type injuries. If the injured student athlete needs to go to the hospital, the head coach or an assistant coach must go with the student athlete unless his or her parents are present. If you are the only coach and you need to go to the hospital with an injured player, you should cancel the remainder of the game, notify a school official immediately, and arrange for a BRCS parent to supervise your team until the school can send someone to come back with them or you may take the team with you to the hospital. **Never leave the team unattended.**

Follow-Up of Injury

After a practice or game in which a student athlete had been injured, the head coach should check the status of the student athlete. A telephone call from the head coach that same evening to the parents and the student athlete is essential regardless of how minor the injury may be. Any injured athlete who sees a physician is required to submit a written treatment plan and a written release from his or her physician in order to return to participation on their team.

Boca Raton Christian School Student Athlete Guidelines

Boca Raton Christian School believes that participation in interscholastic activities is a privilege. You are role models who represent Christ and depict His character. With leadership comes added responsibility and as a student athlete you must adhere to a higher standard of conduct. A student who commits the following offenses shall be disciplined. The discipline may include, but not limited to, suspension or permanent dismissal from the team:

1. Use or possession of alcohol and or tobacco
2. Skipping school or a class
3. Acting in an unsportsmanlike manner when representing the school
4. Any act at school or away from school which, in the opinion of the coaches and school administration, reflects in a negative manner on the school's athletic program
5. Missing practice (unless excused by a coach)
6. A pattern of referrals, detentions, or conduct notices from a teacher or teachers

Daily Attendance

In order to participate in inter-scholastic sports on a given day, a student must be present at least four out of eight periods and arrive on campus no later than 11:45 AM. Exceptions are made for pre-arranged medical appointments. A student athlete who has an early dismissal due to illness will not be permitted to participate in any after school activities that day. All student athletes must attend practice the day before a game or match to be eligible to participate in that particular contest. If the contest is scheduled for a Saturday, the Friday will be the date of record for this policy. An exception would be if the student is sick on Friday and misses both school and practice, he or she may still play in games on the following Monday.

Athletic Eligibility

Boca Raton Christian School views all of its interscholastic team members as students first. The school expects all student athletes to fulfill their academic responsibilities and then meet their obligations in athletics. BRCS is proud that the student athletes representing the school are all academically able. An athlete may be suspended or removed from the team should he or she fail to meet his or her responsibilities as a student in areas related to personal and academic responsibilities. In areas related to athletic responsibilities, the coach or Athletic Director will determine the eligibility status of team members.

Early Dismissal

Student athletes who miss class time because of an athletic early dismissal must make arrangements beforehand with their teachers to make up any work they will miss. They are also expected to prepare quickly for departure.

Medical Form and Consent Release Forms

No student athlete will be allowed to compete in any athletic practice or game until he or she has returned the Medical Form and the Consent and Release Form and required by the FHSAA.

Medical Excuses and Injuries

If a student athlete has a medical reason for not practicing, he or she must present the head coach with a note from a parent or doctor. Having seen a doctor, no player may be allowed to participate in either practices or games until the player produces a note from the doctor releasing him or her from the doctor's care.

Uniforms and Equipment

Student athletes will be responsible for all uniforms and equipment issued to them. Any student athlete who has not turned in any part of his or her uniform within five school days from the completion of their final game will not be allowed to practice or participate in any games of a new sport until the uniform is returned or paid for. There will be no exceptions.

Athletic Budget Guidelines - General Philosophy

One of the Athletic Director's responsibilities is to appropriate funds as needed to each sport while staying within the given budget. This is quite a challenge given the school's resources earmarked for athletics, combined with everyone's interest in having first class programs. The general philosophy is to be fiscally responsible (no waste) while striving for excellence in every area of our athletics.

General Budget Policy

The following guidelines have been established to bring some consistency and fairness to all programs:

1. Team uniforms should be purchased about every five years. This number may be different for different teams (due to specific uniform durability) and will be determined by the Athletic Director and the head coach. The Athletic Director and head coach will also be responsible for the inventory of these uniforms.
2. Student athletes will be charged for any school equipment or clothing that is lost. The Athletic Department will not pay for lost uniforms and or equipment. The student athlete will not be allowed to participate in the next sport until the uniform and or equipment is returned or the debt is paid.
3. The Athletic Director must first approve all purchases. No orders will be made without going through the purchase order procedure. Those who do not follow the purchase order procedures should be prepared to pay "out of pocket".

Fundraising and Parent Gifts

Fundraising by individual teams is permissible with the consent of the Athletic Director. Any fundraising plans must be given in detail to the Athletic Director, who will then discuss them with the Headmaster, when necessary.

Boca Raton Christian School's Guidelines for Identifying Qualified Student Athletes

A multi-talented and diverse student body is important and beneficial to any school community. The following guidelines are in place in order to educate our coaches and other community members about how we can best identify qualified student athletes, while at the same time preserve good relations with neighboring schools, both public and private.

1. When approached by an interested student athlete, parent or person representing the interest of a particular family, you should instruct them to immediately contact the Admissions Office.
2. Never encourage any student athlete currently enrolled in another high school to apply to Boca Raton Christian School.
3. Applicants may be invited to visit a team practice or attend a game, but only after the prospective student athlete has completed the entire application process. A coach should contact the Athletic Office or Admissions Office before making any such contact with the applicant. If the prospective student athlete attends a practice or competition, he or she may not participate in any way.

4. Please do not offer any insight about a candidate's chance for admission, nor should you suggest or hint that you can influence the outcome of a student's application to Boca Raton Christian School.
5. It should be stressed to candidates that financial aid is awarded solely on the basis of financial need. There are no "athletic scholarships". All questions about financial aid should be directed to the Admissions Office.
6. A BRCS coach or team representative may not attend a prospective student athlete's game or practice for the purpose of attracting a student to BRCS.
7. When promoting BRCS and the Athletic program, please do not comment negatively about another school's program, facilities or staff. If asked to comment, politely decline.
8. Due to the negative connotations often associated with the term "recruiting", you should avoid using it whenever possible. Identifying qualified applicants is the job of the Admissions Office.

Directions for viewing the "*Concussion in Sports - What You Need To Know*" course:

1. Go to www.nfhslearn.com.
2. Create a login and a password.
3. Click on "*Concussion in Sports - What You Need to Know*" under Great Free Courses.
4. Click Order Now (the video is free).
5. Select an option and click Continue.
6. Select Florida as your state.
7. Click Checkout.
8. Click Complete Purchase (there should not be a charge).
9. Click Here on your receipt page. This takes you to your own account page.
10. The video will be under My Available Courses. Click Begin to watch the video. The video is approximately 20 minutes long. The system has the ability to stop at a certain point and pick back up at that point when you come back to the video.