

LIONS GATE CHRISTIAN ACADEMY



Athletics Handbook

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SECTION 1 – ABOUT LIONS GATE CHRISTIAN ACADEMY

School Colors	Navy/White
Mascot	Lion (“Judah”)
Division	A
Address	919 Tollcross Road, North Vancouver BC, V7H 2G3
Phone	(604) 984-8226
Fax	(604) 984-8254
Principal Email	Adam Reid areid@lgca.ca
Athletic Directors Email	Paul Chong (High School) pchong@lgca.ca Colleen Freeman (Elementary) cfreeman@lgca.ca
School Website	http://lgca.ca

The sports on page four are offered at LGCA. Programs are offered on the basis of the following criteria:

1. A qualified teacher-coach or community coach to operate the program.
 2. A sufficient number of committed students to the particular program.
 3. There is a recognized league within the North Shore or Metro Vancouver.
 4. Approval by BC School Sports and Lions Gate Christian Academy.
 5. Approval by Administration and the Athletic Directors.
 6. Additional Athlete and Team Expectations to be specified by Athletic Directors (see below)
1. A team parent must sign up to help with some responsibilities determined by the AD

2. Students must pay their **fee** and hand in their "**Athletics Registration Consent Form pg. 15**" before the deadline to be registered for the team.
3. Regularly check Google Classroom for the team to help with communication and notifications.
4. Students who miss 3 practices without a reason or informing the coach shall be released from the team with no refund of their sport fee. Homework Club takes priority over Practices or Intramurals. Individuals may be dealt with a case-by-case basis.
5. When the team number drops below "critical mass" decided by the AD, the whole team shall fold and be cancelled. No reimbursements will be made for the entire team.



FALL SPORTS

Boys Soccer	Swimming
Boys Volleyball	Coed Soccer (Elem. only)
Girls Volleyball	Cross Country

WINTER SPORTS

Girls Basketball	Boys Basketball
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SPRING SPORTS

Boys Ball Hockey	Co-Ed Ultimate
Girls Ball Hockey	Track and Field
Badminton	Girls Soccer (HS only)

SECTION 2 – PHILOSOPHY AND OBJECTIVES**2.1 Philosophy Statement**

The LGCA Athletics Department believes being a member of a competitive athletic team provides an opportunity for our student athletes to learn many valuable lessons in commitment, citizenship, sportsmanship and life. Student athletes learn how to work together to meet team goals, understand responsibility and commitment to their team and school. They also gain insight into placing team above self, learning to accept constructive criticism, respect for others, winning and losing with dignity, self-control and being responsible for their actions. The LGCA athletics program will strive to encourage all student athletes to reach their full athletic potential, in addition to their social, academic, and God-given potentials as well. Sport is an avenue for worship, and LGCA expects its athletes to glorify Him in all their actions, both on and off the court. The LGCA Athletics Department hopes its athletes enjoy their time with their team(s) and pray they leave with a new-found confidence in themselves, their team-mates, and in God.

2.2 Objectives

1. To provide a positive image of school athletics at LGCA.
2. To provide opportunities for:
 - a. Physical, mental, emotional, and spiritual growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Development of commitments such as loyalty, cooperation, fair play, and other desirable social traits.
 - d. Directed leadership and supervision that stress self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
3. To provide opportunities for students to represent school and community and develop an understanding that every eligible student has the right to try out for a team, but it is a privilege and not a right to represent one's school.

4. To provide a continuous program of school-community relations designed to emphasize the educational, health, social and recreational values of competitive sports as integral parts of the educational curriculum.
5. To engage a maximum number of students in both the activity and administrative areas of the program.
6. To generate and cultivate leadership qualities and provide challenges for individuals.
7. To assist with setting disciplinary tone within the school.
8. To contribute to the development of school spirit.
9. To contribute toward the improvement of the health, fitness and general welfare of all individuals taking part in the program.
10. To place the welfare of the student-athletes above any other consideration.

SECTION 3 – CODES OF CONDUCT AND ELIGIBILITY

3.1 LGCA ATHLETICS CODE OF CONDUCT

I. COMMITMENT

Each team member is expected to attend all practices and games. Schedule conflicts must be discussed with the coach in advance. Lack of commitment to a team or sport may affect participation on the team. Withdrawal during a season may jeopardize future participation in LGCA Athletics.

II. SPORTSMANSHIP

LGCA athletes are expected to maintain the highest standards. Showing respect for opponents and officials is a paramount principle of our program. An athlete unable to follow the Code of Conduct may result in suspension for a game, week, season of play, or year from the Athletic Department or school.

III. SERVICE

Participating athletes who benefit from our athletic program are expected to return service to the school in the form of assisting at special events, officiating, fund-raising, scorekeeping, etc... when reasonably requested.

IV. CITIZENSHIP

High standards of behavior and attitude are required. School and District rules apply to all events. Use of alcohol, drugs, or tobacco will result in school disciplinary action and possible suspension from athletics. An athlete unable to follow the Code of Conduct or Responsibilities may result in suspension for a game, week, season of play, or year from the Athletic Department, or school.

V. ACADEMIC EFFORT

Each team member is expected to maintain ACADEMIC and EFFORT STANDARDS consistent with his/her ability. Regular class attendance is mandatory. If a student is unable to attend class the day of a league, exhibition, or zone playoff game in whole or in part may not be able to play in the game. A coach may not tell a student to rest at home on the day of a league, exhibition, or zone playoff game. An athlete unable to meet the ACADEMIC and EFFORT STANDARDS may receive a suspension for a game, week, or season of play from the Athletic Department, or school.

VI. PARENTAL CONSENT FORM (MEDICAL INFORMATION)

Participation in our athletic program requires that all athletes have on file, a signed "Player Registration and Consent Form" (page 15). Parents are responsible to make the Athletic Director and coach aware of any changes in their child's medical condition.

VII. FEES

All sports require fees to help offset costs of officials, tournaments, equipment supplies, and league membership. Fees are due prior to the first league game in order to participate. If this is a concern, arrangements can be made with the school's Athletic Director or administrator. Payments must be given to the Coach. Cash or cheque payable to Lions Gate Christian Academy. Fees can vary year-to-year.

- High School - \$40 / Sport

VIII. UNIFORMS

Uniforms are the property of the school and must be cared for. They must be well maintained by the student-athlete to whom they are issued. Partial uniforms will not be accepted as returnable. If lost or damaged, charges will be levied. Students who do not return uniforms for which they are responsible will not be permitted to register for a sport for the following season.

IX. EQUIPMENT

If a student does not have and is not applying/wearing the appropriate safety gear, the student will not be able to participate in the event.

X. DRUG AND ALCOHOL POLICY (District #44 and LGCA)

If you violate the Drug and Alcohol Policy of Lions Gate Christian Academy and School District #44 while you are a team member in our athletic program and the violation takes place at an activity other than an athletic activity, you will be suspended from participating in the season in which the violation occurs (length of time at the discretion of the coach and/or Athletic Director). If you violate the Drug and Alcohol Policy while directly involved as a team member within the athletics program, and this violation takes place during the athletic activity, you will be suspended from participation for the rest of that season. You may also be subject to further discipline from administration. We would like to make it clear to all athletes that drug and alcohol use in any form will not be condoned within the athletics program.

PARTICIPATION IN OUR ATHLETICS PROGRAM IS CONDITIONAL ON THE STUDENT'S ADHERENCE TO THE ABOVE GUIDELINES

3.2 BC SCHOOL SPORTS ELIGIBILITY

It is the responsibility of the teacher/coach to ensure that students meet all B.C. School Sports eligibility requirements. The following is a summary of the major eligibility requirements, and all member schools have approved them for all participating students:

1. Students must be in full-time attendance (must have a 75% course load).
2. Students must not have completed graduation requirements in the preceding school year, or accepted a Certificate of Standing in the CURRENT year.
3. Students must not be in their 6th year of high school. They are eligible for five consecutive school years, based upon their initial entry into grade 8 (regardless of whether or not they actually compete on a team in any given year).
4. Students must meet the following age requirements:
 - Seniors must be under 19 years of age as of December 31st of the current school year
 - Juniors must be under 17 years of age as of December 31st of the current school year
 - Grade nines must be under 16 years of age as of December 31st of the current school year
 - Grade eights must be under 15 years of age as of December 31st of the current school year
5. Students who transfer schools after having started their 3rd year of eligibility may be restricted from eligible competition for 12 months (starting from the date of their arrival at the new school).

3.3 ATHLETES PLAYING UP POLICY

When considering moving up a player, the player should be able to make a major contribution to the higher team, and should have sufficient playing time on that team to benefit in his or her development as a player.

1. Process for aging up a player:
 - a. Agreement between the two coaches involved
 - b. Agreement between the coach and parents of the player
 - c. Agreement between the coach and the player

*****IF THERE IS NOT AN AGREEMENT THE AD WILL PROVIDE MEDIATION WITH ALL PARTIES INVOLVED AND RENDER A DECISION IF NECESSARY*****

3.4 LINES OF COMMUNICATION (FOR DEALING WITH IN-SCHOOL ELIGIBILITY ISSUES)

The normal lines of communication for resolving issues involving either in school or in class standing will be as follows:

- a. Teacher to student/parent.

- b. Teacher to coach/counselor followed by communication to student.
- c. Teacher to Athletic Director, counselor, administration and parent.

3.5 LGCA ATHLETICS COACH'S CODE OF CONDUCT

The coach / student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behavior as well as their student-athletes.

I. COMMITMENT

Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times. Coaches shall uphold the rules and regulations of BC SCHOOL SPORTS, Lions Gate Christian Academy and the applicable sport commission. Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.

II. SERVICE

Coaches shall fulfill all league, exhibition, invitational, play-off and championship competitive and event obligations, in accordance with Lions Gate Christian Academy's Coaches Code of Conduct, sport commission policy or tournament organizer agreements.

III. RESPECT

Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete with respect to race, color, ancestry, place of origin, religion, family status, physical or mental disability, or gender.

IV. RESPONSIBILITY

Coaches shall respect the judgment and interpretation of officials without gesture or argument, and require student-athletes to do the same. Coaches shall not use foul, profane, harassing or offensive language or gestures in the conduct of coaching duties. Coaches shall not use physical force of any kind in the conduct of coaching duties.

V. LEADERSHIP

Coaches shall not, under any circumstances, endorse, recommend or suggest the use of performance enhancing drugs or supplements by any student-athlete. Coaches shall abstain from the use of tobacco products and alcohol while in the presence of student athletes, and discourage their use by student-athletes.

3.6 LGCA STUDENT-ATHLETE'S CODE OF CONDUCT

The actions of a student-athlete are a reflection of themselves, their beliefs, their team, their school and their community. A student's involvement in school sport provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must remember that their participation in school sport is a privilege, not a right.

Student-athletes shall:

Treat everyone with respect

1. Treat teammates, coaches, opponents, event organizers and spectators with respect.
2. Respect and accept with dignity the decisions of officials.
3. Be generous in winning and graceful in losing.

Exercise self-control at all times

1. Remember that there is no place in sport for drugs or alcohol.
2. Refrain from the use of foul or profane language.
3. Refrain from the use of physical force outside of the rules of the game.

Play fair

1. Play within the rules and the spirit of the rules of the game at all times.

3.7 LGCA PARENT'S CODE OF CONDUCT

It is expected that parents:

1. will learn the rules of the game and the policies of the league.
2. will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
3. will respect the officials and their authority during games and will never question, discuss, or confront coaches at the court or field, and will take time to speak with coaches at an agreed upon time and place.
4. will respect that their child's playing time is ultimately the coach's decision. At the grade eight level, LGCA coaches will do their best to provide equal playing time.
5. will refrain from coaching their child or other players during games and practices, unless a parent is one of the official coaches of the team.

3.8 LGCA SPECTATOR'S CODE OF CONDUCT

Spectators are encouraged and welcome to attend LGCA sporting activities.

Spectators should:

1. Treat everyone with respect
 - a. Cheer in a positive manner for all competitors.
 - b. Respect the decisions of officials.
 - c. Do not interfere with the play or competition.
 - d. Be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.
2. Exercise self-control at all times
 - a. Respect the rules and regulations of the facility.
 - b. Refrain from the use of foul or profane language.
 - c. Refrain from the use of physical force of any kind.

SECTION 4 – COACH RESPONSIBILITIES

4.1 COMMUNITY COACH GUIDELINES

BC SCHOOL SPORTS understands that community coaches are integral to the school sport system, and that they are necessary to ensure further opportunities for student athletes. Recognized athletic associations, member schools and/or school districts are encouraged to adopt the following guidelines to ensure that the philosophy, objectives and values of the BC SCHOOL SPORTS system are maintained.

1. Community coaches should complete the Community Coaches Application Form (page 17) and submit copies to both the Athletic Director and School Administrator. The form will enable school representatives to start to determine the qualifications and suitability of the prospective community coach to supervise and coach students of school age, and to receive from the prospective community coach authorization to conduct a criminal record check.
2. It is strongly recommended that the community coach has completed a minimum of level one theory of the National Coaching Certification Program.
3. The School Administrator and/or Athletic Director should meet with each prospective community coach to discuss school athletic policy and school sport philosophy, ensuring that the coach understands:
 - a. The expectations for the supervision of students
 - b. Emergency protocol within the school
 - c. Accountability for equipment, uniforms, finances
 - d. League schedules and deadlines
 - e. Practice times, restrictions, policies and access
 - f. School and/or district travel policies and insurance requirements
 - g. The BCSS and LGCA's Coach's Code of Conduct and procedures
 - h. The BCSS Eligibility Policies and procedures
 - i. The decision-making process and jurisdictional boundaries of the school, school district, athletic association, sport commission and BC SCHOOL SPORTS
 - j. Required paperwork for team and player registration and entry into events
 - k. How and where to register for NCCP clinics
4. The School Administrator and/or Athletic Director should request and check at least two references for each community coach candidate. Reference checks should include questions about previous conduct, suspensions or probationary penalties served, technical skill and ability, age group and/or gender previously coached and degree of commitment and interest.
5. The School Administrator and/or Athletic Director must undertake a criminal record check on the prospective community coach to ensure no convictions under the Criminal Code of Canada and the Narcotics Control Act.

6. The BCSS supervision policy does not require that a teacher sponsor be present with adults who have been approved by the School Administrator. It is therefore strongly recommended that periodic observations of the community coach at practice and in competition be conducted by the Athletic Director and/or Administrator.

4.2 HEAD COACH RESPONSIBILITIES

The head coach must remain the same throughout the season and be willing to take full responsibility for all supervision and administrative assignments related to the team.

1. The following is a partial list of supervision and administrative assignments related to a team:

- a. Attend all practices
- b. Be actively involved in the supervision of all practice activities to attend all games/competitions and be present on the bench throughout the entire duration of the game/competition
- c. Be actively involved in the supervision of the team during this time
- d. Ensure their athletes wear the appropriate safety gear or withhold them from participating
- e. Reporting of game/competition results to the Athletic Director
- f. Collection of sport user fees prior to distribution of uniforms

4.3 ATHLETIC DIRECTOR RESPONSIBILITIES

1. The following is a partial list of supervision and administrative assignments related to this position:

- a. Collection of uniforms at the end of the season
- b. Organizing and hosting exhibition, league, and tournament play
- c. Arranging referees/officials and organizing payment
- d. Reporting of game/competition results to the league coordinator
- e. Maintaining an inventory of equipment and placing orders

SECTION 5 - FEES

5.1 STUDENT ATHLETIC FEE DISTRIBUTION

At LGCA, many costs are incurred when running an athletics program. These fees are to be paid by the athlete and will go into the general athletics account. This money will be used for a variety of purposes:

1. Referees
2. Uniform replenishment
3. Tournaments
4. Equipment
5. Transportation
6. BC School Sports registration
7. League fees
9. Miscellaneous costs incurred by the Athletic Department such as medical supplies, awards, gas mileage for coaches, etc.

5.2 ATHLETIC DEPARTMENT – USER FEES

Each coach, in consultation with the Athletic Director, will determine the cost per athlete for his or her team. Prior to the start of the season, the coach will inform the team of the fee for the applicable season of play.

SECTION 6 - ATHLETIC AWARDS

6.1 INDIVIDUAL AWARDS

Voting system for individual awards:

The Athletic Director will decide the recipients of the individual awards (with the input of each team's coaches) based on the following:

- Overall accomplishments within a school year on all school teams
- Level of excellence attained
- Commitment to improvement
- Awards received (both within school and external- in school related sports) Number of teams played on
- Leadership
- Player conduct: (attitude, representation of school, respect of coaches, teammates and officials)

6.2 ATHLETE OF THE YEAR

It is also the responsibility of the Athletic Director to choose the name of a student-athlete (usually a senior) to receive the Athlete of the Year Award (plaque). The award is given to the LGCA student who:

“Has made unparalleled contributions to the development and success of the school's athletics program through involvement on and off the court”

6.3 HALL OF FAME

Voting members:

- a. Athletic Director (Chair)
- b. All coaches involved in the athletics program for that year.

Considerations for the Hall of Fame Committee:

- Played school sports in each year attending LGCA (injuries aside)
- Diversity of sports played
- Team MVP's
- Team captain selection
- Individual accolades and recognition received at tournaments and championships
- Team strength and success
- Overall contribution to LGCA Athletics
- Coaches comments (based on individual coach's reports and discussion at the awards meeting)

- Player conduct - Attitude, representation of school, and respect of coaches, teammates, and officials

**Each athlete considered could be vetted on these principles not against each other but against a standard that is consistent yearly. Precedent should be set and followed year to year.



ATHLETIC AWARDS COACH'S REPORT

Please fill out the following form for Athletic Awards consideration.

Sport: _____

Level: _____

Coach's name: _____

Team Success:

Please rate your top 5 players in the chart below. Give them a mark out of 5 for each category and provide rationale.

1= Poor, 2= Satisfactory, 3=Average, 4= Good, 5= Exceptional.

Name of Athlete	Skill or Achievement	Commitment & Dedication	Leadership	Player Conduct

LGCA ATHLETICS **SPORT(S):** _____
PLAYER REGISTRATION AND CONSENT FORM **LEVEL (Elem, Btm, Jr, Sr):** _____
TO BE COMPLETED FOR EACH ATHLETIC YEAR **GRADE:** _____

I. PERSONAL INFORMATION:

Student name: _____
 Address: _____
 Phone #: Home _____ Work _____
 Birth date (dd/mm/yy): ____/____/____ CARE CARD NUMBER: _____
 Emergency contact: Name _____ Phone _____
 Year Student Entered Grade 8 (if applicable): _____
 Previous School (if transferring): _____

II. STUDENT DECLARATION:

I _____ (please print) have read LGCA's Athletic Handbook* (with particular attention to the sections regarding "Athletic Code" and "Eligibility Criteria") and hereby agree to abide by all its rules and regulations.

Student signature: _____ Date: _____

III. PARENT/GUARDIAN CONSENT:

I _____ (please print) have read LGCA's Athletic Handbook* (with particular attention to the sections regarding "Athletic Code" and "Eligibility Criteria") and hereby agree that my child should abide by all its rules and regulations. I affirm that my child is fit to participate on the above school team and I consent to my child (named above) participating in LGCA Athletics for the current playing year.

Parent Signature: _____ Date: _____

IV. WAIVER

Athletic activities are inherently dangerous. Accidents can happen and risks of serious injury do exist. Your signature below indicates that you have read LGCA's Athletic Handbook, that you have been advised that there is a risk of injury that could occur during any sports activity, and that, by signing this form, you give permission for your son/daughter to participate in the sports activity, and will not hold Lions Gate Christian Academy, LGCA's board, coaches, officials, volunteers, parents, students, or any other Lions Gate Christian Academy employees and agents liable for any and all costs, claims, awards, judgments, or attorney fees for damages arising out of or in any way resulting from or brought by voluntary participation in these sports activities.

Parent Signature: _____ Date: _____

*Return to AD

BC SCHOOL SPORTS COMMUNITY COACH APPLICATION FORM*(for internal school use - this form should be completed for EVERY Community Coach)*

Date (for school year e.g. 2004-2005): _____

Name: _____ Date of Birth: _____

Address: _____

Telephone: (H) _____ (C) _____

Fax: _____ E-Mail: _____

1) NCCP Coaching Qualifications: NCCP #

Certification Level Theory: _____

Date Completed: _____

Certification Level Technical: Date Completed: _____

Date Completed: _____

2) Previous Coaching Experience: _____

School: _____

Community/Other: _____

3) Coaching Philosophy: _____**4) Which sport(s) would you like to coach, and at what level? Sport(s): Level: ___ Sport(s): Level: _****5) Personal History:**

a) Are you currently under probation or suspension from coaching duties within any school or community sport program? Yes No

b) Have you ever been convicted of a criminal offence? Yes No c) Do you have criminal charges pending? Yes

No

If yes for 5 a), b) or c), please provide details: _____

6) Medical

a) Do you know of any medical condition that may hamper or affect your ability to carry out coaching activities?

Yes No

If yes for 6a), please provide details: _____

7) References

Please provide the names and contact information for three (3) references: Coaching References:

1) Name _____ Relationship _____ Telephone _____

2) Name _____ Relationship _____ Telephone _____

Personal Reference:

1) Name _____ Relationship _____ Telephone _____

I hereby give my permission to that a Criminal Record Check on me may be conducted prior to commencing any coaching activity with the school. I hereby certify that the information given is complete and correct.

Name _____ Signature _____ Date _____