

# Coaches Handbook

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*“Excellent Athletics with Eternal Impact”*

TKA’s Athletic Department mission is to provide an excellent athletic experience to our student-student-student-athletes that impacts them for eternity.

(Edit June 2025)

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## **ATHLETIC DEPARTMENT MISSION**

TKA's athletic department mission is to provide an excellent athletic experience with eternal impact to our student-athletes. The coach facilitates the two-part mission of our athletic department. This two-part mission is magnified by the reality of the high-profile nature of interscholastic athletics. Successful coaches at TKA keep the following three things at the forefront of their leadership roles:

EXCELLENCE in athletics: Jesus Christ gave His followers a mandate in Matthew 5:16 when He challenged us to produce 'good' (excellent) works and that the attention garnered would be reflected to Him for His glory. We want our student-athletes to have an 'excellent' athletic experience. From organization, to communication, to uniforms, to skill development...we want everything they experience to possess God-glorifying excellence. The excellence of the athletic experience is measured through three characteristics of the coaching performance: 1) obsessive preparation 2) modeling positive responses to negative circumstances and 3) consistent, frequent communication with parents

ETERNITY in athletics: The apostle Paul used a variety of athletic analogies, and many of them were directed at his young protégé, Timothy. Paul understood that the intensity of the athletic experience was a wonderful analogy for the intensity of our lives lived for the Lord. The athletic experience for our student-athletes should be an intensive discipleship experience that allows them to grow in their Christ-like character.

EXAMPLE of athletics: Athletic departments in many instances are the highest profile part of a school. The athletic teams of TKA will be an example of the rest of our school to the community of South Florida and beyond hundreds of times per year. To be a proper example of the excellence of our school, our athletic teams can be nothing less than excellent. Our teams should demonstrate be an example to the community of selflessness, teamwork, effort, enthusiasm, and preparation (S.T.E.E.P.)

## **ATHLETIC DEPARTMENT ADMINISTRATION & STAFF**

Director of Athletics: Adam Winters, CAA

Assistant Athletic Director of Communication and Sports Information/Operations: Derek Chirch

Assistant Athletic Director of Compliance and Logistics/MS AD: Tammy Luick

Assistant Athletic Director/Game Manager: Ronnie Lee

Athletic Facility Manager: Drew Garrell

Athletic Department Administrative Assistant: Kelli Fogleman

Director of Athletic Sports Medicine: Tyler Hamilton  
Director of Sport Performance Training: Jeremy Evans  
Sports Turf Manager: Andy Gonzalez  
Athletic Schedule Coordinator: Jenn Allen

## **ADMINISTRATION OF THE TKA ATHLETIC DEPARTMENT**

Please refer to the following flow chart to understand the 'chain of command' as it pertains to the TKA athletic department.

### **GOVERNING ASSOCIATIONS AND CONFERENCE MEMBERSHIP**

1. *National Federation of High School Associations (NFHS)* / [www.nfhs.org](http://www.nfhs.org) : Since 1920, The National Federation of State High School Associations has led the development of education-based interscholastic sports and activities that help students succeed in their lives. It sets directions for the future by building awareness and support, improving the participation experience, establishing consistent standards and rules for competition, and helping those who oversee high school sports and activities. The NFHS, from its offices in Indianapolis, Indiana, serves its 50- member state high school athletic/activity associations, plus the District of Columbia. The NFHS publishes playing rules in 16 sports for boys' and girls' competition and administers fine arts programs in speech, theater, debate, and music. It provides a variety of program initiatives that reach the 18,500 high schools and over 11 million students involved in athletic and activity programs.
2. *Florida High School Athletic Association (FHSAA)* / [www.fhsaa.org](http://www.fhsaa.org) / The FHSAA sponsors over 3,600 championship series games through which 141 teams, and 294 individuals are crowned state champions in 32 sports each year. Through participation in these athletic programs, over 800,000 students annually are extended opportunities to receive lessons in leadership, sportsmanship, and citizenship. The Florida Legislature, in 1997, gave the FHSAA statutory recognition as the official governing body for interscholastic athletics in Florida. Currently, the FHSAA has almost 800 member schools. To ensure fair and equitable competition, as well as to encourage acceptable progress in the classroom, the FHSAA enforces eligibility regulations that have been adopted by its member schools or enacted into law by the Florida Legislature. These regulations establish standards about attendance, academic status, age, years of participation, transfers, physical fitness, sportsmanship, and amateurism.

## **POLICIES AND PROCEDURES OF GOVERNING ASSOCIATIONS**

Each of these organizations provides important policies and procedures that TKA athletic department must abide by. While both entities have websites that store their policies and procedures, knowledge of FHSAA's standards is paramount. For policies and procedures on matters such as recruiting, off-season programming, and eligibility please visit

[https://fhsaa.com/documents/2023/7/13/2324\\_handbook.pdf?id=4394](https://fhsaa.com/documents/2023/7/13/2324_handbook.pdf?id=4394)

## **THE ROLE OF THE COACH**

A coach at TKA will view themselves as an important part of the educational experience for our student-athletes. Coaches will design their programs to provide relevant teaching of the sport and a motivational atmosphere for the student-athlete to pursue their best effort. Coaches should take pride in developing each student-athlete's skills to the point of competent production and fostering a "love" for the game that they coach. A year-round interest and relationship with the student-athlete should be a result of a coach's passionate investment in their role and their student-athletes.

## **TKA COACHES HANDBOOK**

This handbook describes the policies, procedures, and expectations that come along with being named a coach in the TKA athletic department. The TKA Coaches Handbook works with the TKA athletic and parent handbooks. All policies will be adhered to, and the ideals of the department pursued by any individual that holds the position of "coach" at TKA.

## **OBJECTIVES OF EACH SPORTS PROGRAM (MS-JV-V)**

The TKA athletic department will provide sports programs on the middle school (ms), junior varsity (jv), and varsity (v) levels that accomplish the following:

- Develop the Christ-like character of each student-athlete through athletic participation (*Eternity in athletics*)
- Provide an excellent athletic experience for each student-athlete that includes (*Excellence in athletics*)
  - o Intentional efforts to disciple student-athletes (ex: service projects, devotionals, missions' trips, etc)
  - o Well-planned practices and contest preparation
  - o Skill-development & increased knowledge of the game
  - o Coaching that demonstrates expertise in the sport in both tactics and techniques

- Support those student-athletes that want to take their athletic development to the highest levels
- Represent TKA and Jesus Christ in a first-class manner (*Example of athletics*)
- The ideal result of TKA athletic experience is a student-athlete stating, *'I played a sport I love, with teammates I love, for a Coach I love, at a school I love, for a God I love.'*

### **'FEEDER SYSTEM' PHILOSOPHY**

The TKA athletic department attempts to set up all sports in a 'feeder system' format. It is the ideal objective that a 6th grade student should take a 7-year journey through a sport program. The varsity head coach is the leader of the entire feeder system for their sport. The varsity head coach should set the sport-specific objectives in accordance with the philosophical objectives for the head coach of the JV and middle school levels. The levels are dictated by student enrollment and availability of human and financial resources. The feeder system levels and objectives are described below.

- Varsity Level Objectives (the most skilled participants available in the high school student body)
  - Christ-like character development
  - Winning
  - Tactical Development (ability to function in concert with teammates to accomplish competitive goals)
  - Technical Development (individual skill development)
  - Fun (**playing time earned** and never guaranteed)
- Junior Varsity Level Objectives (preparation level for varsity. Typically freshmen - sophomore level)
  - Christ-like character development
  - Tactical Development
  - Technical Development
  - Winning
  - Fun (**attempts** to give everyone playing time, though not even amounts)
- Middle School Level Objectives
  - Christ-like character development
  - Fun (**playing time given to each student-athlete** during each game, though not even amounts)
  - Technical Development
  - Tactical Development
  - Winning

*Advancement of young student-student-student-athletes to JV and Varsity levels:* Under extraordinary circumstances it is allowable to move a highly skilled, younger student-student-athlete to the JV or Varsity level. It is a misuse of this allowance if the student-student-athlete will be sitting on the bench on the higher level when they could develop through significant game time on the lower level. Advancing a young student-student-athlete to a higher-level team should only be done if one of the following scenarios is true:

- The student-athlete will start and / or play more than 50% of each game
- The lower-level season is complete. In this case, the parents should be notified and offered the opportunity for their student-athlete to move to the next level for the remainder of the season.
- The student-student-athlete will add value to the team. A student-athlete that cannot 'keep up' in practice or has no chance of participating in games should not be invited up.

## **COACH CERTIFICATIONS AND CLEARANCES**

To provide student-athletes the safest possible athletic experience, coaches must acquire the following clearances as part of the hiring process

- Finger printing / Background check
- Drug testing
- Payroll information

Coaches must complete the following annually:

NFHS Certifications:

Go to <https://www.tka.net/hr/> or <https://nfhslearn.com/home/coaches> for required courses

- The Courses are as follows:
  - Concussion in Sports
  - Heat Illness Prevention
  - Sportsmanship
  - Sudden Cardiac Arrest
  - FHSAA Recruiting policy video: <https://nfhslearn.com/courses/fhsaa-policy-36-recruiting-course>

The following orientation must be completed annually through The King's Academy at [tkanet.net/hr/coaches](https://www.tka.net/hr/coaches):

- All training videos and information.
- **Ministry Safe** (completed every 3 years).
  - Email [pmccarty@tkanet.net](mailto:pmccarty@tkanet.net) to receive access
  - There is a general completion (faculty only) and a sport coaching completion (all coaches, faculty & non-faculty).

**14 LEGAL DUTIES OF A COACH:** These are the standards and precedents established by court cases involving youth sports.

**Duty To Plan** – This is an ongoing process that continually focuses on analyses and to develop strategies that prevent or reduce injury. Items to consider coaching competence – keep up to date:

- ✓ medical screening
- ✓ responsive strategies that prevent or reduce injuries
- ✓ appropriate activities that consider age, maturity and environmental conditions
- ✓ facility and equipment evaluation and improvement
- ✓ injury response
- ✓ safe storage of equipment
- ✓ warnings to student-athletes and families
- ✓ insurance of student-athletes
- ✓ keep written plans of practices, policies, etc.

**Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of student-athletes, prevent foreseeable injuries and respond to injury or trauma in an approved manner. Things to keep in mind:

- ✓ lock all doors to unsupervised areas
- ✓ control reckless student-athlete behaviors – set high standards
- ✓ evaluate the condition, safe usage, maintenance and upkeep of equipment and facilities
- ✓ set high standards of conduct in locker room area, etc

**Duty to Assess Student-Athletes Readiness for Practice and Competition** - Athletic Administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of student-student-athletes. The readiness includes having the proper paperwork on file for each student-student-athlete prior to participation. Other areas of importance:

- ✓ athletic physical exam each year
- ✓ proper conditioning of student-student-athletes
- ✓ student-athletes who require the care of a physician should have a physician release before they return to practice
- ✓ mismatch of student-athletes of different skills (ex: a 4-year varsity wrestler matched with a beginner in drills)

**Duty to Maintain Safe Playing Conditions** – Remember that coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Areas of concern:

1. improve unsafe environments
2. repair/remove unsafe equipment
3. weather conditions:



- ✓ lightning
- ✓ Low visibilities
- ✓ high humidity, heat index concerns

**Duty To Provide Equipment** – Coaches and athletic administrators must ensure student-athletes are properly equipped with clean, durable, and safe equipment. Equipment should be properly fitted and properly worn. Selection of the equipment must also consider the age and maturity of the student-athletes. Remember to keep up with the NOCSAE approved equipment. Maintain your equipment with a regular reconditioning schedule.

**Duty To Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of student-athlete knowledge, skill and capability. Instruction must move from simple to complex and unknown to known. Instruction must demonstrate appropriate and safe techniques and must include warnings about unsafe techniques and prohibited practices. It is vital that you can identify and avoid dangerous practices or conditions.

**Duty to Match Student-Athletes** – Student-athletes should be matched with consideration for maturity, skill, age, size, and speed. Mismatches should be avoided in all categories.

**Duty To Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning, regimens that prepare student-athletes sequentially for more challenging practices and competitive activities.

**Duty To Warn** – Coaches are required to warn parents and student-athletes of unsafe practices specific to a sport and the potential for injury or death. Warn as often as necessary. Parents should be required to provide written certification of their comprehension.

**Duty To Ensure Student-Athletes Are Covered by Athletic Insurance**

Athletic administrators must screen student-athletes to ensure that family and/or school insurance provides a basic level of medical coverage.

**Duty To Provide Emergency Care** – Coaches are expected to be able to administer approved, prioritized, standard first aid.

**Duty To Develop an Emergency Response Plan** – This plan should include site-specific plans for emergency care. The plan should include the following: stocked first-aid kit / access to a telephone

**Duty To Provide Proper Transportation** – In general, licensed school bus drivers and commercial carriers should be used for transportation. Self or family transportation may be allowable if approved by school administration.

**Duty To Select, Train and Supervise Coaches** – Athletic Administrators will be expected to ensure coaches can provide safe conditions and activities as outlined in the preceding list of thirteen duties.

## INJURY PROCEDURES & EMERGENCY ACTION PLAN

### Emergency Contacts

Name	Position	Cell phone #	Office phone #
Tyler Hamilton	Athletic Trainer	(561) 315-1100	(561) 686-4244 x383
TKA	Security	(561) 307-2445	(561) 686-4244

### Department of Athletics Contacts

Adam Winters	Director of Athletics	(561) 307-2412	Ext. 368
Derek Chirch	Assistant Athletic Director SID/Operations	(561) 307-2411	Ext. 369
Tammy Luick	Assistant Athletic Director Compliance and Logistics – MS AD	(561) 762-1167	Ext. 342
Kelli Fogleman	Administrative Assistant	(561) 704-8076	Ext. 368

### Nearest AED (see campus map below)

- Loveland Athletic Center – on south wall in lobby
- Lion's Den – on wall outside counter
- Full-Page Aquatic Center – on wall outside main gate
- Beaumont Library – on wall outside main entrance

### Communication

- Cell phone to contact TKA Security or 911.
  - If 911 contacted directly, communicate with TKA Security immediately following.
  - Likewise, contact student-athlete's parent/guardian and athletic trainer.

### Designated "Wait" Positions

- When injured victim is in the Loveland Center or on the Practice Field:
  - a) 1 person positioned at the entrance to the Lion's paw pathway east of Loveland Center to direct EMS to the appropriate venue.
- When injured victim is at Kahlert Stadium, Tennis Courts, Softball Field, Full-Page Aquatic Center, Baseball Field, or Track:
  - a) 1 person positioned between Tennis Courts and Softball Field to direct EMS to the appropriate venue.
  - b) If necessary, 1 person positioned west of home plate at the Baseball Field to signal EMS to the Baseball Field or to continue down the pathway towards the Track

### Nearest Pediatric Medical Center

- Palms West: 13001 Southern Blvd, Loxahatchee, FL 33470 ([561-798-3300](tel:561-798-3300))

### Additional Medical Centers

- Wellington Regional: 10101 Forest Hill Blvd, Wellington, FL 33414 ([561-798-8500](tel:561-798-8500))
- St. Mary's Medical Center (Trauma Center): 901 45<sup>th</sup> St, West Palm Beach, FL 33407 11.9 mi from campus ([561-844-6300](tel:561-844-6300))
- MD Now Urgent Care - 11551 Southern Blvd, Royal Palm Beach, FL 33411 5.0 mi from campus ([561-798-9411](tel:561-798-9411))

### Emergency Care Plan for the Injured Student-Athlete

**If Athletic Trainer is available:**

- The Athletic Trainer (AT) will provide the immediate care to the injured student-athlete.
- The Athletic Training Student (ATS) will be assisting the AT with care to the student-athlete.
- The Head Coach will be in charge of assigning people to specific positions to signal EMS and makes sure the area is clear of any unauthorized personnel.
- The Assistant Coach will be in charge of contacting EMS and student-athlete's parent/guardian.

**If Athletic Trainer is NOT available:**

- The "*Responsible Party*" will assume responsibility. Order of rank will be Head Coach, Assistant Coach, and Second Assistant Coach. Under no circumstances will the *Responsible Party* leave the injured student-athlete unless relieved by an athletic trainer, team physician, or EMS.
  1. Activate EMS for emergencies including, but not limited to:
    - If an student-athlete stops breathing or has no pulse
    - Loss of or altered consciousness
    - Possible back or neck injury
    - Possible heat exhaustion or heat stroke
    - Dislocated joint or open fracture
  2. While attending to the student-athlete, the *Responsible Party* will:
    - a. First provide immediate care
    - b. Retrieve emergency equipment
    - c. Activate EMS
    - d. Direct EMS to scene
    - e. Move bystanders away from area
  3. When contacting 911, the person should identify himself/herself dispatcher, provide directions to the location of the student-athlete, and give a clear description of the situation. Do not hang up until the dispatcher hangs up first.
  4. This individual will then contact TKA Security, student-athlete's parent/guardian, and athletic trainer (if not already done).
  5. Direct someone to the designated "wait" position(s) to usher EMS to the student-athlete.

**Policy for Coaching Staffs on Injury Reporting****When to Complete an Injury Report**

1. For an injury sustained off-campus without the TKA Athletic Trainer present.
2. For an injury sustained on-campus but that will not be evaluated that day by the TKA Athletic Trainer.

**What to Do With an Injury Report**

1. Submit one copy to the TKA Athletic Trainer and one copy to the Athletics Department.

**Lightning or Severe Weather Safe Structures**

Primary Structure	Secondary Structure	Unacceptable Structures
Loveland Athletic Center Cafeteria Full-Page Aquatic Ctr Lobby Locker Rooms	Cars (hard-top) or buses	Avoid overhangs, vehicles with canvas roofs, dugouts, or other open/exposed structures.



#### KEY

AED Location	♥
Lightning Primary Structure	⚡
Designated "Wait" Location	▲

#### Care After the Injury

1. Be sure to collect the belongings of the injured student-athlete, such as backpacks, books, clothes, etc.
2. After the student-athlete has been well cared for, coaches should follow up with a visit to the student-athlete, if appropriate, or a phone call to the home that evening. Parents are always grateful.
3. All emergencies must be reported to the athletic trainer and the Director of Athletics. The coach should fill out an accident report as soon as possible following the injury and turn it into the athletic trainer, who will submit a copy to the school nurse.

## **Return-to-Play**

4. After a student-athlete has an injury that requires a physician's examination, the student-athlete must be cleared by the treating physician **and** TKA athletic trainer before returning to practice; this clearance must include a release in writing from the physician.

## **SCHEDULING**

The athletic department utilizes the management system, Home Campus. This system is the 'backbone' of the athletic department. All TKA athletic events (games, practices, parents meetings, etc) should be reported to the athletic office in a timely fashion so that these events can be entered into the management system. All ancillary departments (maintenance, security, transportation, athletic training, etc) depend on the accuracy of these calendars to provide support to the TKA Athletic department.

It is also expected that a TKA coach will stay abreast of the latest scheduling trends in the NFHS & FHSAA. A TKA coach should seek out higher profile tournaments, showcases, and opponents to grow TKA's reputation in the community as well as further challenge the TKA student-athlete. The TKA coach should balance the competitive level of his / her team along with a 'progressive' mentality when considering new competitive opportunities.

### **Scheduling Criteria**

- Crosscheck TKA Annual Events Calendar
- Schedules to be submitted 3 months in advance of the season
- Invitationals and Tournaments require approval
- Dismissal times should be requested and confirmed with the athletic office prior to notifying students and parents. Refer to Home Campus for official times.

## **TRANSPORTATION**

TKA head coaches are required to obtain a commercial drivers license in order to drive TKA buses and transport their teams. Contact TKA's Transportation department and they will walk you through this process.

The TKA athletic office will schedule all transportation (buses & drivers) to accommodate the coaches' seasonal game /scrimmage schedule. The TKA coach is responsible for the cleanliness of the bus upon returning back to campus. Transportation needs to accommodate special events (camps, clinics, college games) should be communicated directly and specifically to the Director of Athletes. In the rare instance of a 'last minute' change to a game or practice schedule, communicating with the athletic office and transportation should be the highest priority so that arrangements can be made.

## **OVERNIGHT ATHLETIC TRIPS**

If a team will travel for an overnight trip, plans must be discussed and finalized with the Director of Athletics prior to being discussed with student-athletes or parents. Once approval has been granted the following guidelines will be upheld:

- ✓ All Parent/Student Handbook guidelines for off campus activities and field trips apply forMa overnight activities.
- ✓ Curfew for students nightly is 11:00 pm. unless scheduled activities dictate a later time.
- ✓ Students are never to be in the room of a member of the opposite sex.
- ✓ Rooms must be taped to prevent any student from leaving the room. If the tape is broken the next morning, the coach must notify the Director of Athletics. The Director of Athletics will consult the administration and proper discipline will be administered, which may include sending the student home and suspension from the team and/or school.
- ✓ In the event that students run into groups of people they know while on the trip it is understood that:
  - Students are on the trip to participate with their fellow TKA classmates. No TKA student will be allowed to engage with other non-TKA individuals or groups.
  - Students are not to be in the dorm rooms, hotel rooms or condos of non-TKA individuals or groups.
- ✓ An appropriate number of chaperones should be present on the trip. A ratio of roughly 1 chaperone for every 10 student-athletes should be abided by. In most instances, the coaching staff should be able to chaperone the trip.
- ✓ An itinerary should be prepared and shared with parents that includes times, locations, contact numbers, and a packing list.

## **PARENTS & STUDENT-ATHLETE EXPECTATIONS**

Please review the TKA Athletic Handbook for TKA's expectations of our parents and student-athletes. Topics include tutoring, quitting a team, dismissible offenses, code of conduct, travel team participation, etc.

## **DISCIPLINE AND ACCOUNTABILITY IN EACH SPORTS PROGRAM**

It has already been well-stated the influence that athletics can have in a student-athletes life and on the reputation of a school. The head coach is responsible to provide the first line of accountability ensuring that this influence is positive in nature. The following standards should be upheld by all members of the coaching staff.

- Accountability to physical and spiritual safety

- Physical safety
  - Student-athletes must be always supervised
    - Coaches should be close enough to be able to see and / or hear their student-athletes at all times
    - Coaches should know how to obtain physical treatment for injuries
      - Know where the athletic trainer is stationed both ‘home’ and ‘away’
      - Always have the med kit with your team that is provided by the athletic trainer
      - Know the TKA Emergency Action Plan (provided in this handbook)
    - Bullying and Hazing will not be tolerated at any time and will be grounds for serious discipline for student-athletes and coaches.
    - Coaches should maintain appropriate boundaries in relationships with all student-athletes
      - Coaches should only instruct or meet 1-on-1 with student-athletes in an open area with others around and visible
      - Coaches should never transport a student-athlete of the opposite gender alone.
      - Coaches should only communicate electronically with individual student-athletes about sport-specific matters. All other electronic communication should be in group form.
- Spiritual safety
  - Coaches must demonstrate the highest standards of Christ-like character
  - Coaches must hold student-athletes accountable to pursuing growth in their own Christ-like character
    - Profanity is never tolerated
    - An intentional demonstration of unethical behavior should be addressed immediately. These can be categorized by the four D’s
      - Disobedience (not doing what has been asked)
      - Defiance (blatant disregard for standards)
      - Disrespect (treatment of officials and taunting of opponents)
      - Dishonesty (this includes cheating)

➤ How to handle serious violations of these areas

- The coach is to notify the Director of Athletics when violations of these standards occur. The notification should take place when...
  - An official has had to hold a student-athlete accountable for their behavior during a game (technical foul, yellow card, unsportsmanlike penalty, ejection, etc)
  - The incident caused an injury to a student-athlete
  - The behavior impacted the reputation of TKA in a unfavorable way
  - A parent expresses concern over the behavior
- It is likely that the School President will be notified of the incident. The Director of Athletics and School President will collaborate on possible disciplinary measures beyond what the coach has enacted
- Failure of a coach to notify the Director of Athletics of an incident will be considered a serious violation and could result in disciplinary action or termination
- It is better to over communicate on these matters than to under communicate

## **SOCIAL MEDIA STANDARDS**

A coach's use of social media always reflects TKA. It is expected that coaches will use the following wisdom when utilizing social media

1. ***It is a tool, not a toy.*** Social media is not just something for your own entertainment. If used effectively, social media can be an asset to develop the reputation of a coach, team, and school.
2. ***Nothing is truly private...ever.*** While many people think they can delete a tweet, text or delete their Facebook profile if need be, many don't realize that content posted on the Internet can last forever. Content can be captured in screenshots or saved by other users. It should always be assumed that posts on social media will be viewed by thousands.
3. ***If you 'like' or 'share' it, you own it.*** Yes, this even applies to people who put that cliché saying, "RTs do not equal endorsements," on their Twitter profile. Freedom of speech does not equal freedom from consequences.
4. ***Consider carefully how and who you are interacting with.*** Social media allows for easy interaction with individuals and groups. A coach should only say things on social media and interact with others in a way that would be approved by TKA. Inappropriate interactions with others on social media are grounds for disciplinary action.
5. ***Personal branding: Every post and interaction reflects who you are.*** What does your social media activity say about you?
6. ***Team sites are your responsibility:*** Coaches should be vigilant about social media sites that represent their team. Coaches should notify the athletic department of any site that is created to



*represent a team. Coaches should investigate the source of any team site that has been created without coach consent and inform the Director of Athletics if the source cannot be identified.*

- 7. Team sites are for TKA Athletics only, club teams are not to be promoted.** *All postings should represent TKA Athletic teams. Special recognition of athletes in the off-season should not promote other clubs/programs.*

## **STUDENT-ATHLETE ELIGIBILITY**

- All coaches should be familiar with the eligibility rules required by the FHSAA. Copies of all regulations are available in the Director of Athletics' office. Information regarding student-athlete eligibility should be explained to the respective members of each team.
- As required, standard FHSAA eligibility forms and rosters will be completed by the Athletic department office. Coaches must verify accuracy of names on the eligibility rosters. Accuracy is of primary importance with these documents to avoid the embarrassment of a possible forfeit/consequence administered by the FHSAA.
- A student-athlete may not participate in any activities related to a TKA athletic team unless they have obtained clearance from the athletic administrators.
- Academic eligibility is an integral part of the entire eligibility process, and a student-athlete must meet the standards set forth by the FHSAA and TKA before participation is granted.
  - FHSAA academic eligibility is available at [fhsaa.com](http://fhsaa.com). A student-athlete must maintain a 2.0 cumulative grade point average on a 4.0 unweighted scale at the conclusion of each semester in order to maintain their eligibility for the following semester
  - TKA academic eligibility policy per the TKA Parent-Student Handbook requires a student to maintain GPA of 2.0 for the nine weeks quarter, and they may not have a grade of 'F' in any class.
- Student-athletes must be counted present in school before 9:00 a.m. to be permitted to practice or take part in a contest that particular day.
- Coaches should also be aware of NCAA standards for their student-athletes that aspire to compete collegiately. Those standards can be obtained by going to [www.ncaa.org/student-student-athletes/future](http://www.ncaa.org/student-student-athletes/future)
- Coaches should keep close contact with members of their respective teams with regard to their academic standing. Each coach has the responsibility and obligation to help guide every student on his squad academically, spiritually, athletically, and socially, especially

those who may have difficulty maintaining their eligibility. Athletic participation may be the only avenue for academic success in school for some of our student-athletes.

- Due to State Tournament play (or other circumstances), there may be an “over-lapping” of sports seasons for some student-athletes who participate in consecutive seasons. The student-athlete must be allowed to complete the season started before beginning the second sport. A student out for one sport will not be able to quit that sport to start practice in another. He/she must finish the first sport or wait until that sport ends its season to begin practice in another. When longer overlaps continue, it is permissible for coaches and athletes to discuss a plan for time-sharing responsibilities with the Director of Athletics for final approval. An injury in the previous sport will require a doctor's release for the following season.

## **MISCELLANEOUS PROCEDURES & EXPECTATIONS**

- **SECURITY**
  - Keys – will be provided to varsity head coaches for the appropriate facilities on campus
  - All other coaches should contact TKA Security to gain access to the necessary facilities during ‘off’ hours.
  - Coaches are responsible to keep all offices, locker/team rooms, equipment rooms, as well as training room doors locked when not in use. The last coach to leave the building is responsible for checking security of the athletic facility and locking it.
  - Team members should be made aware of the responsibility for securing valuables. Student-Athletes should not bring anything of value to away contests or leave in the school locker room unsecured or unattended.
- **CAPTAINS** - Coaches may use various methods for selecting captains for their team. Be sure the individual(s) selected exemplify the qualities you desire in a captain and leader.
- **PRE-GAME & PRACTICE MUSIC**
  - Athletic events at TKA are expected to be very “fan friendly,” and there is great music that prepares our student-athletes and teams to play and, at the same time, is appropriate for those attending to hear. The music at events should not conflict with the Biblical standards or the ideals and philosophy of TKA. Please abide by the following standards for music selection:
    - i. If the music has lyrics, those lyrics ought not conflict with Biblical standards. Lyrics that describe drug or alcohol use, sexuality, abusive behavior, etc are strictly forbidden.

- ii. The music is to be screened by the coach, then sent with the lyrics to Director of Athletics who will approve or deny the list.
- **PUBLICITY** - Head coaches are responsible for directing promotional publicity for their team including newspapers, local /town news, and school announcements etc. The Director of Athletics must be aware of these efforts.
- **ATTIRE AND APPAREL:** The athletic practice gear and uniforms are an integral part of the branding of TKA athletic program. The practice gear and uniforms should represent quality, cleanliness, modesty, school colors, and branding. Branding (colors and logo) should be consistent across the entire department. The practice gear should be purchased for each team using school colors and logos only.
  - **Coaches attire** - All coaches should be properly dressed whether in practice sessions or at contests. Whenever possible, clothing with the school name and logo, your sport or depicting school spirit should be worn. The impressions you make reflect upon you, your team, and the school. In addition, assistants under your charge (whether they be volunteer or not) must be appropriately dressed. No jeans, non-TKA T-shirts, etc.
  - **Student-athlete attire** - It is the responsibility of the coach to see that student-athletes are properly dressed when visiting other schools or facilities. Non-playing student-athletes should dress appropriately when attending and remaining on the sidelines at a contest. In situations when a team is traveling to an away contest dressed for the game (i.e. soccer, baseball, etc.) the student-athletes should be wearing their uniforms upon exiting the bus to the field.
  - All apparel that is ordered for use by coaches and teams should abide by the following branding standards.
    1. The official 'K' or 'Pouncing Lion' badge should be used on all apparel
    2. Screen print and embroidery should incorporate some combination of school colors: Royal blue, red, and white
    3. Garment colors should be gray, royal blue, black, or red, white
    4. All apparel colors and artwork should be approved by the Director of Athletics prior to purchasing.
- **PURCHASING AND PURCHASE ORDER PROCESS:** Coaches may order equipment and apparel for their program by utilizing the following process: Program needs should be assessed prior to the start of the season. Uniforms are ordered in a four-year cycle and should

be ordered 6-8 months in advance. All purchases should be determined based on need of equipment, coaching aids, and tools, which aid in the development of the program.

Additional apparel may be purchased if all necessary equipment is covered within the budgetary parameters.

- i. Determine needs/desires for the program.
- ii. Determine quantity, cost, shipping.
- iii. Request a PO form from the athletic office.
- iv. Submit TKA PO itemizing product, cost, quantity and shipping. All completed POs with attached quotes are submitted to the Director of Athletics for approval. Unauthorized purchases may be subject to non-payment and will become the responsibility of the coach.
- v. Uniforms: uniforms are ordered every 4 years for a program. These orders should be submitted via the PO process 6-8 months in advance.
- vi. The athletic department is contracted with BSN / Under Armour for all 'game day' apparel. All items such as uniforms, travel jackets and bags are required to be ordered through BSN.

## **COACHES SUGGESTED SEASONAL CHECKLISTS**

### Pre-season

- Establish a date for a pre-season student-athletes meeting and organize an agenda with the following items:
  1. Remind of required forms for participation.
  2. Discuss seasonal schedule and inform of online calendar.
  3. Rules regarding attendance at practices, etc.
  4. Distribute any camp/clinic information.
  5. Create roster including first name, last name, & grade.
  6. Distribute your contact information.
  7. Apparel standards for practices and games.
  8. Other pertinent information for your sport.
- Organize initial practice sessions – be prepared for opening day. Submit practice schedule in advance to the athletic office including location, time and use of facilities.
- Schedule, organize, & promote a parent meeting during the first week of practice once team selection has been finalized.
- Meet with assistant coaches regarding safety, supervision, sportsmanship, expectations, etc.

- Organize volunteers to assist with stat-keeping, score board operations, and public address (varsity level only).
- Update inventory list of all equipment and uniforms by adding new off-season acquisitions. Permanently mark all new equipment and number uniforms on tags for those without numbers.
- Any cuts that must occur should be handled delicately and with the highest degree of confidentiality and privacy. A student-athlete that is 'cut' should be informed in a 1 on 1 meeting with the coaching staff. Rosters of student-athletes that have been chosen for the team should NOT be posted until each student-athlete that has been cut was met with personally.
- Submit any written documentation you are distributing to student-athletes or parents to the Director of Athletics for approval. 'CC' Director of Athletics on all emails to parents.

#### In-season

- Plan each practice. The Director of Athletics may request to review a practice plan.
- Continually update rosters in a timely fashion with the athletic office.
- Check TKA's scheduling website regularly to ensure accuracy of practice / game schedule.
- Frequent the athletic office for mail and contact with the Directors.
- Log on to FHSAA web site for up-to-date news regarding your sport as well as State Tournament forms and brackets.
- Coaches should make contact to all local newspapers promoting their team and MaxPreps with all same day results (Home or Away/Win or Lose). Coaches should periodically call reporters and establish relationships, which will benefit their student-athletes for end of season awards. Any outstanding or interesting records or accomplishments should be reported to the local media.
- Wins, losses, and scores should be reported at the conclusion of each contest to Maxpreps, Assistant AD/SID and the athletic office via email or text message.
- Immediately inform the Director of Athletics of any incidents which concern sportsmanship, injury, parental conferences, disciplinary action, or any other problems that were significant. A full written report should be submitted regarding any disqualification of a TKA coach, student-athlete or fan that occurs during a contest.
- Supervise all student-athletes every day until the last student-athlete leaves campus. No student-athletes should be left unattended for any reason.
- Coaches should ride buses with the student-athletes. Coaches or Director of Athletics must speak directly to a parent / guardian for a student-athlete to travel to or from a contest in any other vehicle than the school bus.

- Facilities should be kept clean after every home and away contest. Direct student-athletes to clean the bench areas after every game and maintain a healthy environment in their team rooms (this includes washing practice and game uniforms often).
- Maintain constant communication with the athletic trainer regarding your student-athletes (if applicable).
- Be aware of the attendance of your student-athletes during the season and adhere to participation rules regarding late to school or early dismissals. In addition, be conscious of the academic progress of your student-athletes both during the in-season period as well as year-round. It is best to develop a reporting procedure for this purpose and always allow students to attend after school make-up or extra help sessions with their teachers.
- Coaches are responsible for the storage, building, and care of equipment.
- Inform Director of Athletic of any facility needs i.e. grass cutting, field lining, chairs, tables, etc.

#### Post Season

- Collect and inventory all equipment and uniforms. Submit any equipment for reconditioning. Uniforms should be separated, folded, and stored appropriately to preserve their condition. Submit lists of names and outstanding equipment to the Director of Athletics after making several attempts to collect from student-athletes including parental contact.
- Submit completed End of Season Reports after all equipment is accounted for and post season honors have been selected.
- Provide end-of-year statistical totals for your team via electronic format (excel, word, or stat-keeping program) for record-keeping in the athletic office.
- Update any game, season or career records for individuals or the team in the athletic office file for your sport.
- Return any medical kits or other training supplies to their proper place.
- Make recommendations on purchasing for the following season.
- Organize and arrange for your awards presentation following the procedure for athletic awards banquets. Provide adequate time to obtain award plaques and certificates. The Head Coach is responsible for collecting pins, bars, letters, etc. from the athletic office for the ceremony.
- Submit a list of regular season (non-district) and scrimmages for the upcoming season as soon as possible if applicable. This should be done well in advance of your season.
- Keep student-athletes informed of following season information, camps, clinics, etc. Encourage out of season training including participation in other sports.

- Prepare facilities (equipment room, gymnasium, fields) for upcoming season by collecting all leftover equipment and submitting report on damaged or worn out equipment.
- Varsity head coaches may be requested to assist with Lions Den (concession) operations during the ‘off-season’ by organizing parent volunteers to staff the Lion’s Den or Pepsi Wagon during athletic contests. (Ex. football parents volunteering for basketball season Lion’s Den)
- All varsity head coaches must fill out the end of season review form and take part in an end of season evaluation with the Director of Athletics. The end of season stipend is released at the conclusion of this meeting.

**ATHLETIC AWARDS:** The following awards are recognized, endorsed, and/or sponsored by the TKA Athletic department. In order to be eligible for the TKA-sponsored awards, an student-athlete must begin and finish the season in good standing with the coach and Athletic department and in good standing with the school. The beginning of the season is defined as the first day of practice and the end of the season is defined as the end-of-season athletic ceremony.

1. *Seasonal Awards* – TKA coaches will recognize individuals for their outstanding achievements at the end-of-season team party or dinner by each team. Submit a date for approval with recognition/party/dinner to be done on campus.
  - a. Varsity Letter
    - i. The chenille “K” is presented to any varsity student-athlete that meets the following criteria:
      1. Starts the season in good standing.
      2. Maintains the standard of commitment as described in the athletic department handbook
      3. Finishes the season in good standing
    - ii. Once the varsity letter has been earned, the student-athlete will also receive a gold pin emblem of that sport to be pinned to the letter. A gold bar pin will be given for each subsequent year of participation in that sport on that level.
    - iii. Managers and Captains will earn varsity letter/pins according to the same standard.
  - b. The following awards are given at the discretion of the coach at the end-of-season athletic ceremony. The coach may give out any combination of the following awards not to exceed three awards per team.
    - i. Most Improved Student-athlete Award: The MIP award will be given to that student-athlete that has shown tremendous improvement over the course of a

season or possibly a career. Areas of improvement that could be seen are listed below but not limited to:

1. Statistical improvement
2. Leadership skills
3. Emotional control
4. Work ethic

ii. Coaches Award: The CA is awarded to that student-athlete that represents the ideal mental, emotional, and spiritual disposition. The list of characteristics that the CA recipient possesses may include but not limited to

1. Unselfishness
2. A coachable spirit
3. Enthusiasm
4. A positive mental, spiritual, and emotional influence on his/her teammates
5. A high level of work ethic, especially during practices

iii. Most Outstanding Student-athlete: (Please notice we have intentionally avoided the title “most valuable student-athlete”. All of our student-athletes are valuable to their team and we will not attempt to gauge whose value is higher than another.) The MOP is awarded to the student-athlete that was simply your best; however, this award ought not be given out solely based on athletic prowess. Do not want to reward a student-athlete of poor character just because he/she can run fast, jump high, or throw far. The emphasis of our athletic department is the development of Christ-like character through athletics and we will not reward anyone who has not demonstrated that ideal.

2. *Annual Kingspy Awards* – TKA’s Director of Athletics, assistant athletic directors, and varsity head coaches will nominate and vote on recipients. These awards reflect significant athletic achievements and demonstrations of character that are core to the culture of the athletic department.

- a. **LION LEGACY AWARD** | The Lion Legacy award is given to a TKA student-athlete that has played a vital role in the winning success of a TKA athletic team. The student-athlete is part of a legacy that is left and has raised the bar of excellence for others to follow and build upon. The award winner has been a strong team member, and an integral part of their team’s success. Their performances will remain as an example of



determination, perseverance, and leave a mark on the success of the TKA Athletic program.

- b. HEART OF A CHAMPION AWARD | The Heart of a Champion is awarded to an athletic department staff member that consistently demonstrates the pursuit of excellence and servant leadership.
- c. HEART OF A LION AWARD | The Heart of a Lion award is based on Proverbs 30:30 – A lion which is mighty among beasts and does not turn away for any. The student-athlete given the award each year demonstrates perseverance, play and preparation without fear, a commitment to excellence, and a love for competition. This person faces competition and adversity head on and is a shining example of how a TKA Student-athlete competes with great sportsmanship, ability, and determination.
- d. TEAMMATE OF THE YEAR | The Teammate of the year award is based on John 15:13:” Greater love has no one than this, than to lay down one’s life for his friends”. The teammate of the year award is given to an upper classman that routinely displays the characteristics of a great teammate. The characteristics include teamwork, dedication, commitment, sacrifices for the team good, an encourager, leads by example, and brings out the best in his/her teammates. This person often sets aside personal desires for the pursuance of team goals and helps set the direction for the team. He/she is invaluable to the strength and success of the team.
- e. NEWCOMER OF THE YEAR | The recipient is a new student to The King’s Academy in the 8<sup>th</sup> – 10<sup>th</sup> grades that raised the competitive level of a program. Nominees should have been part of a team that increased in win totals, received individual recognition, led the team in a statistical category, or helped the team to win a championship.
- f. ASSISTANT COACH OF THE YEAR | This award is presented to an assistant coach that selflessly ‘fills the gaps’ for a varsity head coach. Nominees for this award are highly committed, knowledgeable of their chosen sport, and have had a positive impact on student-athletes. The recipient of this award is an example of servant leadership to the team.
- g. COACH OF THE YEAR | The Coach of the Year is committed to
  - i. Preparation. Their team is always ready to play when practice and game time arrives.
  - ii. The Coach of the Year is committed to Organization. They work with the Director of Athletics, other coaches, media, parents and the student-athletes to ensure everything is done in a professional, orderly, and timely fashion.

- iii. The Coach of the Year is committed to promoting their sport among the entire student body and throughout the community. They are actively looking for student-athletes to join their team and develop a winning program.
  - iv. The Coach of the Year is committed to Character. Someone who consistently coaches their student-athletes in areas such as honesty, integrity, humility, and unity.
  - v. Most importantly, the Coach of the Year is committed to Jesus Christ. One who is genuinely concerned with the spiritual maturity of his/her team and dedicated to evangelism and discipleship.
- h. **IRON LION OF THE YEAR** | The Iron Lion award recognizes the student-athlete in our sports performance program that added the most value and received the most value in return. A true Iron Lion demonstrates ten behaviors that lead to growth in character and physical performance. They are as follows: humility, integrity, friendship, teamwork, honesty, effort, faith, consistency, gratitude, and toughness.
- i. **MULTI SPORT ATHLETE OF THE YEAR** | The award recipient is a student-athlete that made a significant impact on the multiple TKA varsity teams. This student-athlete is fully committed in season and does more than just participate. Additional consideration is given to a student-athlete that started for multiple teams, received individual recognition, led a team in a statistical category, and / or was part of a championship winning team.
- j. **Fan of the year** | This award recognizes the fan that shows the most loyal support and enthusiasm for the teams and athletic department. This fan demonstrates support through attendance, encouragement, always cheering with positive comments, never wavering from their loyalty to the athletes, coaches, and their love for TKA Athletics.
- k. **Crutch Award** | During the course of the year, an athlete or coach experiences a unique and sometimes peculiar injury during the year. This award recognizes a unique injury on or off the field which results in time lost on the field. This is a lighthearted award, not to be confused with the Heart of a Lion Award.
- l. **Highlight of the Year** | TKA Varsity teams participate in hundreds of games a year, including some spectacular results and moments. The Highlight of the Year draws attention to a special moment or video highlight clip recognizing a particular spectacular play during a game or event this year.
- m. **Celebration of the Year** | Each team experiences a moment in the season where they celebrate a particular accomplishment. This could include attaining a team or personal goal, winning a championship, or celebrating a special mark of great sportsmanship where there is genuine happiness for each other. This award brings back a special memory or time we celebrated one of those accomplishments.
- n. **Extra Mile Award** | This award is based on Matthew 5:41 “If someone asks you to go one mile, go two miles” and selected by the Director of Athletics

recognizing a strong, positive supporter who has gone the extra mile for TKA Athletics.

- o. **The Hype Award** | is given by the Assistant Director of Athletics for Sports Information to the student that best exemplifies the role of HYPE and its support of our student athletes, coaches, and staff through videography, photography, graphic design, and active participation in the promotion of TKA Athletics through social media.
- p. **ICE IN THE VEINS AWARD** | Every year, there seems to be a special athlete on each team that you can count on in the intense, competitive moments of a game. This individual is cool under pressure and thrives when the game is on the line.
- q. **STEEP Award** | recognizes the pillars of the Athletic Department which are Selflessness, Teamwork, Effort, Enthusiasm, Preparation. The STEEP award recognizes the individual the best exemplifies the pillars of TKA Athletics
- r. **STUDENT-ATHLETE OF THE YEAR** | TKA Athletic Department recognizes a male and female student-athlete that have had an outstanding year and set an example for other student-athletes to follow in their performance and their character. The criteria for the student-athlete of the Year includes team awards, school records set, all county or all state selections, district or state championships and recommendations by the head coaches. Special consideration is also given to the characteristics of scholarship, teamwork, leadership and conduct as a representative of TKA athletic program.
- s. **M. NELSON LOVELAND SENIOR CAREER STUDENT-ATHLETE AWARD** | This award is given in recognition of a Senior Male and Female's outstanding career at TKA. This award recognizes the student-athlete's performance as a TKA student-athlete over their years at TKA. This award is in honor of the passion for TKA athletics by founder and former late president M Nelson Loveland. The student-athletes are nominated by the TKA Varsity Head coaches based on the following criteria:
  - i. Varsity letters earned.
  - ii. Commitment to excellence throughout their entire career at TKA.
  - iii. All – County and all state selections.
  - iv. Captain.
  - v. Individual and or team championships.
  - vi. Demonstration of strong Christian character and commitment to academic excellence.

## **QUALIFICATION AND JOB DESCRIPTION OF A VARSITY HEAD COACH**

### **Qualifications**

1. Give testimony to a personal relationship with Jesus Christ

2. Clearly communicate a Christian philosophy of athletics
3. Has the ability to organize and supervise a total sports program.
4. Previous successful coaching or playing experience at or above the level currently coaching
5. Must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.
6. Ability to maintain a positive learning environment and high standards of conduct among student-athletes.
7. Organizes a 'complete' experience building from the middle school level up to the varsity level
8. Required criminal history background check and proof of US citizenship.
9. Required to obtain the following certifications
  - a. CPR
  - b. First Aid
  - c. NFHS Coaching Principles, Sudden Cardiac Awareness, and Heat Illness
  - d. Commercial Driver's License

**REPORTS TO:** The Director of Athletics who provides overall objectives and final evaluation.

**JOB GOAL:** To provide an excellent athletic experience with eternal impact. This is accomplished by successfully supervising and instructing student-athletes in the fundamental skills ,strategy and physical training necessary for them to realize a degree of individual and team success.

At the same time, the student-athlete shall receive mentorship that will lead to the formulation of Christ-like character that will take the form of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

**TERMS OF EMPLOYMENT:** Athletic seasonal contract. Salary and other employment in accordance with TKA employment

**GENERAL:**

1. The success of athletic programs has a strong influence on the community's image of the entire school. The public exposure is a considerable responsibility and community/parent pressure for winning is taxing, but must not override the objectives of Christ-like character development or the objective priorities of the specific level
2. The position includes other aspects such as extended time, risk, injury factor and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

## **PERFORMANCE RESPONSIBILITIES:**

1. Has a thorough understanding of Biblical principles and their application to leading student-athletes in the interscholastic athletics realm.
2. Has a thorough knowledge of all athletic policies stated in TKA coaches' handbook, & athletic handbook; and is responsible for its implementation by the entire staff of the sports program.
3. Has knowledge of existing system, state, and league regulations; implements same consistently and interprets them for staff.
4. Understands the proper chain of command and refers all requests or grievances through proper channels.
5. Attends all state/conference/staff/departmental meetings as required.
6. Develops and implements in-season and development programs. Also plans, develops, and implements off-season programs and activities to enhance his/her program.
7. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs conferences, clinics and/or staff meetings to insure staff awareness of overall program.
8. Trains and informs staff and encourages professional growth by encouraging clinic attendance according to policy.
9. Delegates specific duties, supervises implementation and at season's end, analyzes staff effectiveness and evaluates assistants with the Director of Athletics.
10. Maintains discipline and works to increase morale and cooperation.
11. Performs such other duties that may be assigned by the Director of Athletics.
12. Constructs a game and event schedule that assists in growing the team and program. All schedules must be turned into and approved by the Director of Athletics.
13. Assists in the necessary preparation to hold scheduled events or practices and adheres to scheduled facility times.
14. Provides proper safeguards for maintenance and protection of equipment and storage facilities.
15. Advises the Director of Athletics and recommends policy, method, or procedural changes.
16. Provides training rules and any other unique regulations of the sport to each student-athlete.
17. Gives constant attention to a student-athlete's grades and conduct.
18. By his/her presence at all practices, games and while traveling provides guidance and safeguards for each participant.
19. Completes paperwork on all athletic injuries on proper forms and submits to athletic trainer within 24 hours of incident.
20. Recruits & directs student managers, assistants, and statisticians.

21. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible.
22. Assists student-athletes in their college and advanced educational selection.
23. Makes recommendation to Director of Athletics on equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations.
24. Is accountable for all equipment and reports any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits necessary reporting to the Director of Athletics.
25. Properly marks and identifies all equipment before issuing or storing.
26. Monitors equipment rooms, locker rooms, and athletic facilities.
27. Permits student-athletes to be in only authorized areas of the building at appropriate times.
28. Oversees cleaning out of bus and closing of bus windows after road trips.
29. Instills in each student-athlete a respect for equipment and school property, its care and proper use.
30. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
31. Organizes parents, coaches, student-athletes, and guests for events such as pre-season meetings, and team celebrations.
32. Promotes the sport within the school through recruiting student-athletes that are not active in another sport program and promotes the sport outside the school through news media, emails and other methods that comply with FHSAA standards.
33. Responsible for the quality, effectiveness, and validity of any oral or written release to local media. These releases will be approved and coordinated with the Director of Athletics.
34. Responsible for maintaining good public relations with news media, booster club, parents, officials, volunteers, and fans.
35. Presents information to news media concerning schedules, tournaments, and results.
36. Is present for awards programs pertaining to the athletic department.
37. Provides for an end-of-season awards event for the individual sport. This is done in conjunction with the TKA athletic department seasonal awards ceremony.

## **HEAD COACH EVALUATION PROCEDURE**

The head coach post-season evaluation procedure is a two-part process. The first part involves the coach filling out a seasonal self-evaluation. The second part involves a meeting with the Director of Athletics to review the self-evaluation as well as a review of the Director of Athletics evaluation of the coach's fulfillment of their annual responsibilities. Samples of this process follow, and these two evaluations are below.

Part 1: SEASON REVIEW | Review Coach's Self Evaluation Form (\*see appendix A)

- ✓ Confirm Varsity Record?
- ✓ Turn in Varsity Stats?
- ✓ Uniforms Collection Update?
- ✓ What do you need?

Part 2: COACHING PERFORMANCE REVIEW | Review Director's Performance Evaluation (\*see appendix B)

Part 3: COACHING EXPERIENCE REVIEW | Finish evaluation meeting with 'experience' questions.

These questions allow the coach to speak about their experience inside of the current structure of the athletic department. (\*see appendix C)

Appendix A

HEAD COACH SELF-EVALUATION FORM (is delivered in an online survey)

1. Email address
2. First, Last Name.
3. Gender and level team coached this season.
4. Assess your team's performance. Did they reach their potential this season? Why do you feel this way?
5. Assess your coaching performance. Please give a specific example of how you demonstrated the trait of preparation this season.
6. Assess your coaching performance this season. Please give a specific example of how your demonstrated responding positively to negative circumstances.
7. Assess you coaching performance this season. Please give a specific example of how you demonstrated being a strong communicator to parents this season.

8. What is one thing you could have done better this season?
9. What took place inside of the team that you are most proud of?
10. What was a big challenge this season? How do you think you handled it as a leader?
12. What do you believe needs to be changed, added, or removed in order for your program to provide an excellent experience to the student-athletes and their families?

Appendix B \*supplemental review form

HEAD COACH PERFORMANCE REVIEW CONDUCTED BY DIRECTOR OF ATHLETICS

**Name:**

**Evaluator:**

**Assignment:**

**Date:**

**KEY DEFINITIONS**

**(E) Exceptional** - Individual consistently makes unique and substantial contributions to the department.

Works at a more superior, creative and productive level than position requires. Performance approaches highest level of achievement.

**(FC) Full Competent** - Individual consistently fulfills the requirements of the position.

**(NI) Needs Improvement** - Individual fulfills some requirements of the position, but must demonstrate improvement.

**(U) Unacceptable** - Individual does not fulfill basic requirements of the position. Employment may be affected.

<b>Athletic Sport Administration Expectations</b>	<b>E</b>	<b>FC</b>	<b>NI</b>	<b>U</b>
Knows and adheres TKA & FHSAA rules and regulations				
Knows the sport and has the ability to teach it. Stays abreast of current trends and developments				



Understands the chain of command and refers all concerns through proper channels				
<b>Establishes (within the feeder system ) the philosophy, skills and techniques to be taught to student-student-athletes</b>				
<b>Provides prospective assistant coach candidates to the DoA &amp; properly supervises</b>				
Builds morale/cooperation and resolves grievances with-in sport specific community				
Assists DoA with scheduling, transportation and special events				
Supervises all areas used by student-athletes efficiently				
Communicates effectively with athletic office				
Regularly monitors student-athlete's grades and conduct				
Directs student managers, assistants and statisticians				
Instills in student-athletes a knowledge of use/respect for equipment and school property				
<b>Planning and Preparation Expectations</b>				
Conducts a pre-season meeting and communicates expectations, physical procedures, and important season dates				
Develops practice plans including skills to be instructed especially those skills which could lead to serious injuries (i.e. tackling, goaltending, etc.)				
Tracks equipment inventory				
Promotes sport and recruits student-athletes				

<b>In-season Expectations</b>	<b>E</b>	<b>FC</b>	<b>NI</b>	<b>U</b>
Uses appropriate teaching/coaching practices				
Is fair and unprejudiced with student-athletes and maintains good communication				
Promotes sportsmanship throughout the season				
Submits required weekly practice plan and other seasonal reports (N/A)				
Supervises all student-athletes until the last student-athlete leaves campus safely				
Communicates regularly with parents of student-athletes				

#### **Post-season Expectations**

<b>Submits post season honors list to athletic department in a timely manner</b>				
Collects, stores and accounts for all equipment inventory				
Organizes equipment room				
Encourages/implements summer activities to enhance program				

#### **Professional Responsibilities**

Reports to all team related events on time and maintains good attendance				
Is a Christ-like role model: displays self-control and ethical behavior; represents school in a positive manner				
Displays enthusiasm for the sport				
Is professional in demeanor and dress				
Works effectively with administrators, colleagues, parents/guardians, students, opponents and the community				

Overall Performance Ratings: \_\_\_\_\_ Meets Performance Standards  
 \_\_\_\_\_ Concerns Exist  
 \_\_\_\_\_ Does Not Meet Performance Standards

**Evaluator Narrative:**

**Signature of Coach:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Coach's signature indicates that a copy of this evaluation report has been received and has been discussed with the evaluator. It does not necessarily mean that the coach agrees with the evaluation.

POLICY 36

## **ATHLETIC RECRUITING**

### **36.1 GENERAL PRINCIPLES**

**36.1.1 Athletic Recruiting Forbidden.** Athletic recruiting is a gross violation of the spirit and philosophy of educational athletics. Athletic recruiting is unethical and unsporting conduct, and is forbidden by FHSAA Bylaws (FHSAA Bylaw 6.3). **36.1.2 Scope of School's Responsibility.** A school's responsibility for the conduct of its interscholastic athletic program includes responsibility for:

36.1.2.1 The acts of any employee or athletic department staff member.

36.1.2.2 The acts of third parties, such as an independent person, business or organization, that is a representative of the school's athletic interests when a member of the school's administration or athletic department staff knows or should know that the person, business or organization is promoting the school's interscholastic athletic program; and

36.1.2.3 The acts of any other third parties, such as an independent person, business or organization, acting at the request, direction, or otherwise on behalf of any employee or representative of the school's athletic interests.

36.1.2.4 The acts of any other third parties, such as an independent person, business or organization, acting on behalf of any student athlete.

**36.1.3 Compliance Programs.** Schools are expected to educate all employees, athletic department staff members and representatives of the school's athletic interests about acts that are prohibited by this policy. Schools must immediately report to the FHSAA Office impermissible acts when they are discovered to have occurred.

**36.1.4 Academic Recruitment Permissible.** A school may conduct an academic recruitment program that is designed to attract students to the school based upon its total educational and extracurricular (athletic and activities) program. A school must not use an academic recruitment program as a disguise for athletic recruiting.

**36.1.5 Financial Assistance Permissible.** Private schools, as well as developmental research schools operated by state universities, may administer school-based financial assistance programs for students who attend those schools. Financial assistance must be totally unrelated to a student's athletic interest, potential or performance. Financial assistance based even partially on a student's athletic interest, potential or performance is not permitted.

**36.1.6 Impermissible Benefit.** Student-athletes must not receive Impermissible benefits, which are benefits that are not given or generally not given to all other students in the school.



## **36.2 GENERAL DEFINITIONS**

36.2.1 Athletic Recruiting. "Athletic recruiting" is any effort by a school employee, athletic department staff member or representative of a school's athletic interests to pressure, urge or entice a student to attend that school for the purpose of participating in interscholastic athletics.

36.2.1.1 Representative of a School's Athletic Interests. "Representative of a school's athletic interests" refers to any independent person, business or organization that participates in, assists with and/or promotes that school's Interscholastic athletic program. This includes:

- (a) A student-athlete or other student participant in the athletic program at that school;
- (b) The parents, guardians or other family members of a student-athlete or other student participant in the athletic program at that school.
- (c) Immediate relatives of a coach or other member of the athletic department staff at that school;
- (d) A volunteer with that school's athletic program;
- (e) A member of an athletic booster organization of that school;
- (f) A person, business or organization that makes financial or in-kind contributions to the athletic department or that is otherwise involved in promoting the school's interscholastic athletic program.

36.2.2 Improper Contact. "Improper contact" is contact, either directly or indirectly, whether in person or through written or electronic communication, by a school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, with a student or any member of the student's family, in an effort to pressure, urge or entice the student to attend a different school for the purpose of participating in interscholastic athletics. see Policy 37.

36.2.3 Impermissible Benefit. An "impermissible benefit" is any arrangement, assistance or benefit that is not offered or generally made available to all students and/or their families who apply to or attend a school, or that otherwise is prohibited by FHSAA rules. Receipt of a benefit by a student-athlete or his/her family is not a violation of FHSAA rules if it is demonstrated that the same benefit is generally available to the school's students or family members and is not based in any way on athletic interest, potential or performance. See Policy 37.

36.2.4 Financial Assistance. "Financial assistance" is funds from various sources that are administered and provided by a school to students to pay or assist in paying costs directly related to their education at the school. See Policy 38.

## **36.3 ACADEMIC RECRUITMENT PROGRAMS**

36.3.1 References to Athletic Program. Any presentation conducted as part of a school's academic recruitment program must promote the school's overall educational and extracurricular programs. Any mention of the school's interscholastic athletics program must be limited to a listing of the interscholastic sports sponsored by the school and to a description of the school's athletic facilities. It is understood that the presentations and activities of all persons involved in the school's academic recruitment program must avoid any references to the school's athletic program that might pressure, urge or entice a student to attend that school for purposes of athletic participation. All such

presentations and activities must be in keeping with the general spirit of the rules prohibiting athletic recruiting.

**36.3.2 Open Houses.** A school may conduct an open house for prospective students and members of their families. Information distributed and presentations made during the open house, as well as advertisements for the open house, must limit references to the school's athletic program to a listing of the interscholastic sports sponsored by the school and to a description of the school's athletic facilities. No information can be distributed or any statement made that in any way implies that the school's interscholastic athletic program is better than any other school's interscholastic athletic program, or that a student would be better served by participating in interscholastic athletics at that school as opposed to any other school.

## **36.4 COMPLIANCE**

**36.4.1 Certification Of Compliance.** Each member school each year must submit to the FHSAA Office, utilizing the 36 official Association process as approved by the Executive Director, certifying that the principal, the athletic director and the president of each athletic booster organization of the school have reviewed the "FHSAA Policy on Athletic Recruiting," and that he/she will comply with all provisions of the policy, and will review the provisions of the policy with school employees, athletic department staff members and representatives of the school's athletic interests. All coaches, paid or otherwise, shall, utilizing the official Association process as approved by the Executive Director, certify that he/she has reviewed the "FHSAA Policy on Athletic Recruiting," will comply with all provisions of the policy and will review the provisions of the policy with his/her coaching staff and players electronically in a process facilitated by the FHSAA. Failure to comply will subject the school to minimum monetary penalty of \$100 and/or other sanctions.

**36.4.2 Affidavit Of Compliance.** A student who for any reason changes schools after previously attending a different school or who is a non-traditional student (reference Bylaw I.4.31), as well as the student's parent(s) or legal guardian(s), duly appointed by a court of competent jurisdiction, must sign in the presence of a notary public an "Affidavit of Compliance with the FHSAA Policy

2019-20 FHSAA Handbook

on Athletic Recruiting and Non-Traditional Student Participation". The affidavit will be necessary regardless of whether the student changes schools during the school year or during the summer period between school years. The affidavit will be accompanied by an explanation of the FHSAA Policy on Athletic Recruiting, including the penalties for violating the policy, as well as the consequences of making a false statement on the affidavit. The student will not be eligible to participate in interscholastic athletic competition at his/ her new school until the school submits the affidavit, utilizing the official Association process as approved by the Executive Director (GA4 Form — Affidavit of Compliance with the FHSAA Policy on Athletic Recruiting and Non-Traditional Student Participation). Failure to comply will subject the school to minimum monetary penalty of \$100 and/or other sanctions.

## 36.5 PENALTIES

36.5.1 Mandatory Forfeiture. A school that is found to have an athletically recruited student-athlete will forfeit all contests and awards won in team sports and all points earned and resulting awards won in individual sports in which the student-athlete participated. Mandatory forfeiture also will be required when it is determined that a student who received an impermissible benefit was allowed to participate.

36.5.2 Eligibility Effect Of Violation. A student who is found to have accepted an impermissible benefit will be ineligible for interscholastic athletic competition for one or more years at the school to which the student accepted the impermissible benefit, and may be declared ineligible for interscholastic athletic competition at all member schools for one or more years.

36.5.3 Disciplinary Measures. In addition to the mandatory forfeiture of contests and awards, any one or more of the penalties described in Article 10 of the FHSAA Bylaws may be imposed against a school for violating any provisions of this policy. These include.

36.5.3.1 Public reprimand,

36.5.3.2 Financial penalty of a minimum of \$2,500 and/or other sanctions;

36.5.3.3 A form or combination of forms of probation (administrative, restrictive and/or suspension) for one or more years;

36.5.3.4 Prohibition against participating in certain interscholastic competitions, including Florida High School State Championship Series competitions, for one or more years in the sport(s) in which the violation(s) occurred,

36.5.3.5 Prohibition against participating in any interscholastic competition for one or more years in the sport(s) in which the violation(s) occurred,

36.5.3.6 Participation in interscholastic competition at a higher classification for one or more years in the sport(s) in which the violation(s) occurred,

36.5.3.7 Restricted membership for one or more years during which time some or all of the school's membership privileges may be restricted or denied; and

36.5.3.8 Expulsion from membership in the Association for one or more years.

36.5.4 Penalties to School Employees or Contractors. Any recruitment by a school employee or contractor in violation of FHSAA bylaws results in escalating punishments as follows (§ 1006.20(2)(b)2, F.S.):

36.5.4.1 for a first offense, a \$5,000 forfeiture of pay for the school employee or contractor who committed the violation.

36.5.4.2 for a second offense, suspension without pay for 12 months from coaching, directing, or advertising an extracurricular activity and a \$5,000 forfeiture of pay for the school employee or contractor who committed the violation.

36.5.4.3 for a third offense, a \$5,000 forfeiture of pay for the school employee or contractor who committed the violation. If the individual who committed the violation holds an educator

certificate, the FHSAA shall also refer the violation to the department for review pursuant to § 1012.796, F.S. to determine whether probable cause exists, and, if there is a finding of probable cause, the commissioner shall file a formal complaint against the individual. If the complaint is upheld, the individual's educator certificate shall be revoked for 3 years, in addition to any penalties available under § 1012.796, F.S.. Additionally, the department shall revoke any adjunct teaching certificates issued pursuant to § 1012.57, F.S. and all permissions under § 1012.39, F.S. and § 1012.43, F.S., and the educator is ineligible for such certificates or permissions for a period of time equal to the period of revocation of his or her state-issued certificate.

**36.5.5 Penalties to Coaches (Paid or Volunteer).** A coach, paid or volunteer, who violates the FHSAA Policy on Athletic Recruiting will be ineligible to coach or attend an interscholastic contest, at any level, for one or more sports for a minimum of six (6) weeks.



## POLICY 37

# **IMPROPER CONTACT AND IMPERMISSIBLE BENEFITS**

## **37.1 IMPROPER CONTACT**

**37.1.1 General Regulation.** No school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, may make contact, either in person or through any form of written or electronic communication or through any third party, with a student, or any member of the student's family, in an effort to pressure, urge or entice the student to attend a different school for the purpose of participating in interscholastic athletics. **37.1.2 Specific Prohibitions.** Specifically prohibited contact by school employees, athletic department staff members, representatives of the school's athletic interests or third parties with a student includes, but is not limited to, the following:

**37.1.2.1** Sending, or arranging for anyone else to send, any form of written or electronic communication to the student or any member of his/her family, in an attempt to pressure, urge or entice the student to attend a different school to participate in interscholastic athletics.

**37.1.2.2** Visiting or entertaining the student or any member of his/her family in an attempt to pressure, urge or entice the student to attend a different school to participate in interscholastic athletics.

**37.1.2.3** Making a presentation or distributing any form of advertisement, commercial or material that promotes primarily or exclusively a school's athletic program or implies a school's athletic program is better than the athletic program of any other school or suggests that the student's athletic career would be better served by attending a different school.

37.1.2.4 Answering an inquiry by the student or any member of his/her family about athletic participation opportunities at a school with any response that pressures, urges or entices the student to attend a different school. The student or family member instead should be immediately referred to the school employee responsible for registrations or admissions.

37.1.2.5 Providing transportation to the student or any member of his/her family to visit a school, to take an entrance examination for a school, to participate in an athletic tryout at a school, or to meet with a school employee, athletic department staff member, other representative of the school's athletic interests or third parties, as part of an effort to pressure, urge or facilitate the student's attendance at a different school to participate in interscholastic athletics.

37.1.2.6 Attending an elementary school, a junior high school, a middle school or a non-school athletic contest to identify prospective student-athletes who might be recruited to attend a school.

37.1.2.7 Suggesting or going along with any effort by any person, whether a school employee, other representative of the school's athletic interests or any other person, such as an alumnus of a school, a coach or other person affiliated with a non-school athletic program (e.g. AAU team, club team, travel team, recreation league team, etc.), a coach or recruiter for a collegiate athletic team, a scout for a professional team or other third parties, to pressure, urge or entice the student to attend a school to participate in interscholastic athletics, or to direct or place the student at the school for the purpose of participating in interscholastic athletics.

37.1.2.8 Making or arranging any other contact with the student or any member of his/her family in an attempt to pressure, urge or entice the student to attend a school to participate in interscholastic athletics.

37.1.3 Contact Initiated by Prospective Student. When a school employee, athletic department staff member or representative of a school's athletic interests is contacted by a student who does not attend that school and/or any other member of his/ her family, about the school's interscholastic athletic program or attending the school, the school employee, athletic department staff member or representative of the school's athletic interests must immediately refer the student and/or his/her family member to the appropriate school personnel who have the responsibility of registering and admitting prospective students. Only during the summer period, as defined in Policy 20, and once the student has registered, been accepted and no longer attends the previous school may the student have contact with athletic department staff members or representatives of a school's athletic interests.

37.1.4 Casual Contact with Students in Normal Community Settings. It is not considered a violation of this policy for an employee, athletic department staff member or representative of the athletic interests of a high school to have casual contact with a student who does not attend that school or any member of the student's family in a normal community setting. At no time during such contact, however, may the employee, athletic department staff member or representative of the athletic interests of the high school pressure, urge or entice the student to attend a high school for the purpose of participating in interscholastic athletics.



## **37.2 IMPERMISSIBLE BENEFIT**

37.2.1 General Regulation. No school employee, athletic department staff member, representative of the school's athletic interests or third parties, such as an independent person, business or organization, may be involved, directly or indirectly, in giving an impermissible benefit to any student or any member of his/her family for the purpose of participating in interscholastic athletics, or to any student-athlete who already attends a school.

37.2.2 Specific Prohibitions. Specifically prohibited arrangements, assistance or benefits include, but are not limited to, the following:



## Appendix D

### TKA TRANSPORTATION POLICIES

- Students are never allowed on the bus without an adult. NO EXCEPTIONS.
- Students should meet the Coach/Chaperone on the patio or in the locker room and walk to bus together using the Lion's Den road.
- All buses will be parked & should be loaded behind garage. For safety reasons, please do not walk between the garage and the cafeteria.
- No Food (This includes team dinners, snacks, candy, & gum) is to be consumed on the bus.
- No Drinks (this includes Gatorade, soda, & coffee) other than water can be consumed on the bus.
- Music should only be played on personal devices, with conversations at normal levels.
- Any stops for food (before/after games) should be pre-arranged with your driver.
- The designated Chaperone (Coach/Faculty) is responsible for bringing the bus back clean. Any garbage/personal items should be collected and removed.
- **\*\*No cleats are to be worn on the bus\*\***
- **EMERGENCY EXITS ARE FOR EMERGENCIES!** Please do not allow students to use them for any other reason. Exception: You can use them to load heavy/bulky coolers.
- You will receive an email from transportation with the bus # and important info the day before/day of the event. Please pay attention to this email and read it in its entirety.
- Please remember the AC is to be in the OFF position when you start or turn off the bus. All buses have a computer, please let the computer set before you start the bus. If you are not sure of what to do, contact Kristie Adkins. She will walk you through any questions you may have.
- If something goes wrong with the bus, please call Kristie Adkins (561) 644 - 0795. She is on call whenever a bus is out. If it is not an emergency you can send Robyn a text or email and she will take care of it the next day. [Rwentz@tka.net](mailto:Rwentz@tka.net)
- Please return bus to the same area you picked it up whenever possible.
- Make sure all windows are up and key is in the insurance pocket before you exit the bus. You do not have to lock the bus on campus.
- In the event you need to have someone else drive for you, please relay the bus # information to that driver.

Please remember the speed in the bus area is 5 MPH. Keep in mind our route buses leave at 3:15, you will not be able to leave during this time. Try to make your leave time before 2:50 or after 3:20.

## Appendix E

### TKA Personal Transportation to Off Campus Practice Venues

The King's Academy provides transportation service to school and all extra-curricular activities. We are pleased to offer this option, which has been a requirement for students to ride to all off campus functions and practices. We will continue to offer this service now and in the future.

The King's Academy understands that some of our off campus practice venues are closer to your homes than school. We are asking that parents who would like to permit their son/daughter to drive their own vehicles to off campus practices read and sign the form below.

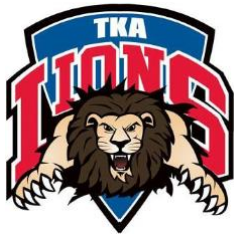
The following guidelines need your assistance:

- Students are not permitted to drive other students to TKA off campus practices.
- School bus transportation is required for all athletes in all games/contests unless special permission is granted through TKA student driving policy. Coaches may require all athletes to travel on the bus to and from games.
- This form must be signed by a parent granting permission for your son/daughter to drive.

I, \_\_\_\_\_ am granting permission for my son/daughter to drive their vehicle to off campus practices only. I understand that my son/daughter is not to transport other students to practice and release The King's Academy from any legal responsibility should an accident occur. I understand that the school will continue to provide bus transportation to all practices/games.

Student signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\* This form must be turned in to the Athletic Office prior to any transport.



## Appendix F

### TKA PERMISSION FOR OVERNIGHT TRAVEL

I, (Name of Parent (printed) \_\_\_\_\_) give my son/daughter \_\_\_\_\_ (Name of Student (printed) permission to travel with The King's Academy to \_\_\_\_\_.

I, as a parent/guardian, understand that my son/daughter may be sent home during the aforementioned trip for misconduct or breaking the TKA Honor Code, at my expense. In addition, the expense incurred may include but not limited to round-trip tickets for an accompanying sponsor. I also understand that my son/daughter may be asked to submit to a breathalyzer test and/or their bags may be searched if reasonable cause exists. Reasonable cause for breathalyzer testing or search of bags exists when the designee/sponsor, in his/her sole discretion, determines that reasonable suspicion exists that a student has broken the TKA Honor Code, and that the results of a breathalyzer test or the search of their bags would assist in final determination. My son/daughter hereby agrees that under no circumstance during the trip shall he/she enter the room of a person of the opposite sex. Moreover, my son/daughter agrees to abide by the curfew, and any other rules deemed appropriate by the authorized designee/sponsor from The King's Academy. I understand that any violation of the above standards and/or regulations herein may result in forfeiture to participate in future trips, suspension, and/or possible expulsion from The King's Academy may result upon returning from the trip.

Signature of Student \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Emergency Contact phone numbers \_\_\_\_\_

Appendix G

The King's Academy			
Trip Pricing Calculations			
	A	B	(A X B)
	Number	Rate	Extended
<b>Tickets:</b>			
Student participants			
Coaches/faculty			
Chaperones			
<b>Lodging:</b>			
Student participants			
Coaches/faculty			
Chaperones			
<b>Use of TKA Buses:</b>			
Bus 1: Total roundtrip miles		\$ 1.48	
Bus 2: Total roundtrip miles		\$ 1.48	
Bus 3: Total roundtrip miles		\$ 1.48	
<b>Bus Driver Compensation (hrs @ \$13/hr):</b>			
Bus 1		\$13	
Bus 2		\$13	
Bus 3		\$13	
<b>Meals:</b>			
Student participants			
Coaches/faculty			
Chaperones			
<b>Other Costs (describe):</b>			
1			
2			
3			
4			
5			
Total costs			
Divided by total number of student participants			
<b>Price to charge each student participant</b>			
Prepared by:			
Business Office approval:			

# Appendix H

## THE KING'S ACADEMY

8401 Belvedere Road | West Palm Beach, FL 33411 | 561-686-4244 | www.tka.net

### PURCHASE ORDER

VENDOR / PAYEE	<input type="text"/>	EMPLOYEE NAME	<input type="text"/>
ADDRESS	<input type="text"/>	REQUEST DATE	<input type="text"/>
CITY	<input type="text"/>	DATE NEEDED	<input type="text"/>
STATE, ZIP	<input type="text"/>	PHONE	<input type="text"/>
		WEBSITE	<input type="text"/>

PRODUCT ID	DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
				\$ 0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	\$ 0.00
SHIPPING	
<b>TOTAL</b>	<b>\$ 0.00</b>

Department Head Approval

Date

Principal / Headmaster Approval

Date

Business Office Approval

Date

Department Listing (select one):

<input type="checkbox"/> 01 - Administrative	<input type="checkbox"/> 10 - Academics - MS (7-8)	<input type="checkbox"/> 19 - Technology
<input type="checkbox"/> 02 - Finance	<input type="checkbox"/> 11 - Academics - HS (9-12)	<input type="checkbox"/> 20 - Transportation
<input type="checkbox"/> 03 - Development	<input type="checkbox"/> 12 - International Program	<input type="checkbox"/> 21 - Food Services
<input type="checkbox"/> 04 - Human Resources	<input type="checkbox"/> 13 - Academic Support	<input type="checkbox"/> 22 - School Store
<input type="checkbox"/> 05 - Marketing	<input type="checkbox"/> 14 - Student Counseling	<input type="checkbox"/> 23 - Library
<input type="checkbox"/> 06 - Facilities	<input type="checkbox"/> 15 - Fine Arts	<input type="checkbox"/> 24 - Clinic
<input type="checkbox"/> 07 - Admissions	<input checked="" type="checkbox"/> 16 - Athletics	<input type="checkbox"/> 25 - Auxiliary
<input type="checkbox"/> 08 - Academics - LE (JK-3)	<input type="checkbox"/> 17 - TKA Publications	
<input type="checkbox"/> 09 - Academics - UE (4-6)	<input type="checkbox"/> 18 - Preschools	

SPECIAL NOTES FOR BUSINESS OFFICE:


*\*The King's Academy does not pay nor reimburse sales tax. Reimbursements must have all receipts attached.\**

Appendix I



**Senior Night**

**Game /Date**

Senior Recognition will begin at \_\_\_\_\_

Senior Name \_\_\_\_\_

Parents, please arrive at (location and time)

Special Parent Instructions \_\_\_\_\_

Parent(s) to Escort \_\_\_\_\_

Favorite Verse to share:

---

---

---

Coach – Please provide encouraging 3 words or sentence to describe your senior athlete/member.

1

2

3

**Coaches, please hand to your seniors, collect, complete, and return to the Head Coach or athletic office by (date/time)**

## Appendix J

**TKA Athletics Season Checklist- Sport:** \_\_\_\_\_

**Head Coach:** \_\_\_\_\_

### PRE-SEASON

- ☐ Read and familiarize yourself with the TKA Athletics Handbook
- ☐ Order new uniforms (as necessary- see Coaches Handbook)
- ☐ Order unique team apparel for the season
- ☐ Inventory equipment- order new as necessary
- ☐ SEASON SCHEDULE DUE 45 Days BEFORE START OF SEASON
- ☐ Develop and recruit Assistant Coaches
- ☐ Meet often with Assistant Coaches regarding safety, supervision, sportsmanship, expectations.
- ☐ Provide Athletics Admin with your contact info & your coaching team's contact info
- ☐ Communicate with players from last season- develop anticipated Roster
- ☐ Plan and schedule team Parent Meeting- include:
  1. A written agenda/outline for parents which you will distribute at the meeting
  2. Remind athletes of required forms for participation.
  3. Discuss Season schedule (see below)
  4. Discuss rules regarding attendance at practice
  5. Discuss apparel standards for practices and games.
  6. Discuss behavioral standards for practices and games.
  7. Discuss additional fees (apparel/uniforms, team meals, travel trips)
  8. Distribute your contact information and set up weekly/bi-weekly communication.
- ☐ Organize and recruit volunteers to assist with stats, score boards, meals.
- ☐ Confirm that you and your coaching staff have all completed the FHSAA video requirements.
- ☐ Organize initial practice sessions.

### Season schedule to include:

- ☐ Preseason workouts
- ☐ Tryouts, Practices, Game schedule – have plans for when students are not in school.
- ☐ Parent Meeting
- ☐ Travel trip (if applicable- must be pre-approved)
- ☐ Senior Recognition Day
- ☐ End of Season Awards/Party
- ☐ KINGSPYS End of Year Awards (May 14, 2025)



**PRE-SEASON AD MEETING CHECKLIST: Meeting date: 2 MONTHS PRIOR**

- ☐ Season Schedule for Approval (see above)
- ☐ Travel Trip Information and Trip Pricing Calculation Form (if applicable)
- ☐ Apparel / Uniform check request/PO
- ☐ Parent Meeting Agenda/outline
- ☐ Personal and Team goals for the season
- ☐ Obtain keys needed
- ☐

**IN-SEASON**

- ☐ Schedule devotionals and seek opportunities to pray/sow the seed
- ☐ Check Athletic Clearance for cleared student – athletes. Provide a preliminary list of those trying out, and each day added until roster is established.
- ☐ Select team and individually communicate cuts.
- ☐ Create a Team Attendance Roster and monitor (See Athletic Handbook for Athlete ATTENDANCE Requirements)
- ☐ Distribute uniforms and equipment to athletes (See APPAREL in Handbook)
- ☐ Share your testimony with athletes
- ☐ Conduct Team Parent Meeting (include required schedules and communications- SEE COMMUNICATIONS in Handbook)
- ☐ Communicate with parents and athletes- be mindful of Int'l, Online, and Homeschooled athletes.
  - ☐ USE REMIND OR ONE WAY COMMUNICATION – NO GROUP CHATS
  - ☐ Do not accept any personal checks or Venmo – everything should be funneled through TKA or TKA Athletics
- ☐ Determine Team Captains/Managers
- ☐ Check RSCHOOL for all schedule accuracy by Thursday noon each week. Notify Kim Needle of any discrepancies or requests. Check: Dates/Times/Locations/Transportation
- ☐ Frequent the Athletic Office to check your mailbox.
- ☐ Monitor FHSAA website. for up-to-date news regarding your sport as well as State Tournament forms, brackets, and rankings.
- ☐ Monitor MAXPREPS for daily accuracy.
- ☐ Contact local newspapers after every contest.
- ☐ Email wins, losses, and scores to the Assistant AD (Ryan) after every contest.
- ☐ Immediately inform AD of any incidents which concern sportsmanship, injury, parental conferences, disciplinary action, or other significant issues. Provide written reports when requested.
- ☐ Inform AD of ongoing facility needs and how you can help.
- ☐ Clean facility after every home and away contest. Direct student-athletes to clean the bench areas after every game and maintain a healthy environment in their team rooms (this includes washing practice and game uniforms often).
- ☐ Communicate and health, injury issues directly with Tyler Hamilton
- ☐ Check in daily and coordinate weekly with your Assistant Coaches

## Appendix K

### TKA Athletics End of Season Checklist – Head Coaches

Coach name: \_\_\_\_\_

- ☐ Inventory all uniform items: helmets, pads, jerseys, pants, etc.

T Luick Signature \_\_\_\_\_

- ☐ Document the student athletes who have not returned their uniforms.

T Luick Signature \_\_\_\_\_

- ☐ Inventory all equipment items: balls, goals, tee's, batons, cones, etc.

T Luick Signature \_\_\_\_\_

- ☐ Make the athletic department aware of any needed reconditioning for helmets/shoulder pads/other equipment.

D Chirch Signature \_\_\_\_\_

- ☐ Properly sanitize all equipment items.

T Luick Signature \_\_\_\_\_

- ☐ Properly store equipment and uniforms in designated areas.
  - o Goals stored – breakdown / nets off
  - o Hurdles / standards stored
  - o Balls stored
  - o Miscellaneous equipment stored

D Garrell Signature \_\_\_\_\_

- ☐ Return locks to Jeremy Evans.

J Evans Signature \_\_\_\_\_

- ☐ Remove all trash from locker room floors and shower areas.

T Luick Signature \_\_\_\_\_

- ☐ Conduct one-on-one meetings with players for end of season review – highly suggested.

A. Winters Signature \_\_\_\_\_

- ☐ Conduct one-on-one meetings with all coaches on staff.

A. Winters Signature \_\_\_\_\_

- ☐ Compile a list of needs for next season to share with the Director of Athletics.

D Chirch Signature \_\_\_\_\_

- ☐ Plan team awards ceremony and communicate details with the athletic office.

T Luick AND K Fogleman Signature \_\_\_\_\_

- ☐ Issue letters to qualifying student athletes.

K. Fogleman Signature \_\_\_\_\_

- ☐ Develop off-season workouts and send schedules to the athletics office.

T Luick Signature \_\_\_\_\_

- ☐ Evaluate assistant coaching needs and begin the hiring process for next season.

A. Winters Signature \_\_\_\_\_

- ☐ Have and of season review with the Director of Athletics – Head Coaches Only.

A. Winters Signature \_\_\_\_\_

