



## 2401 ATHLETICS PROGRAM HANDBOOK OF PROCEDURES GUIDELINES

Policy Type: Educational Programs  
Applies To: All Staff, Students,  
Approved By: LCS Head of School  
Policy Reviewed: every 2 years  
Adopted: 09 2023  
Revisions: 05 2024

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### 1. POLICY:

Athletic Directors assigned to the elementary, middle and high school programs will develop and maintain a HANDBOOK OF PROCEDURES for parents and student-athletes that references key policies in section 2400 and any other applicable Student or Administrative Policies, but may not alter or add new policies to section 2400. The handbook will outline all necessary operational procedures to ensure the program meets the key objectives outlined in 2400 ATHLETICS PROGRAM PURPOSE & GOALS.

### 2. GUIDELINES:

- (a) Handbooks will outline requirements, procedures and/or guidelines for all of the following items and any other items necessary to ensure program excellence and delivery:
  - a. scope and sequence (developmental through competition stages)
  - b. playing up a level
  - c. expectations of uniform appearance for teams
  - d. travel, reimbursements
  - e. expectations for practices and absences
  - f. team selections and tryouts; including maximum roster sizes
  - g. athletes competing on dual teams in same season
  - h. playing time
  - i. gym and athletic facility use

### RELEVANT POLICIES:

2400 Athletics Program Purpose & Goals

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Reviewed: 02 2026