

Lubbock Homeschool Christian Athletic Association Coach and Administrator Handbook

P.O. Box 65507
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www.lubbocktitan.org

Welcome to the Lubbock Titans!

We're excited to have you on the team! Whether you're a coach or admin, this handbook is your guide to ensure smooth, consistent, and Christ-honoring athletic seasons.

This is a living document; therefore, updates will be made periodically. It is your responsibility to stay informed of changes and to refer to this guide regularly as you carry out your duties. While each team operates with some autonomy, the expectations and standards outlined here apply to all.

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Who We Are

Our Mission

To God's glory, as ambassadors for Christ, and out of love for our children, we desire to organize Homeschool athletics in order to promote Godly character, excellence, and witness; and to provide the South Plains area Homeschool athletics an association with structure for accountability, direction, and communication, so athletics for homeschoolers can grow and thrive in a positive way.

The Board (2025–2026)

Position	Name	Contact
President	Ben Setliff	president@lubbocktitan.org
Vice President	Chris Lutter	—
Secretary	Thomas Head	secretary@lubbocktitan.org
Treasurer	Joel Zavala	treasurer@lubbocktitan.org
Compliance Officer	Louis Martinez	—
Sports Liaison	Levi Myers	—
Social Media Coordinator	Tanner Osborn	media@lubbocktitan.org
Website/Registration	Sean Long	—
Financial Journalist	Laura Burch	—

Coach/Admin Responsibilities Overview

- Complete vetting and certification requirements.
 - Coordinate registration, communication, and fundraising.
 - Maintain compliance with LHCAA standards and policies.
 - Support and enforce Titan conduct and expectations across players, families, and volunteers.
 - Model Christ-like leadership, integrity, and sportsmanship.
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LHCAA – Coaching and Volunteer Guidelines

I. Mission & Purpose

The Lubbock Titans Coaching & Volunteer Guidelines exist to protect the physical, emotional, and spiritual well-being of all student-athletes under our care. Coaches and volunteers are expected to model excellence in leadership, integrity, and Christ-centered mentorship while ensuring full compliance with LHCAA regulations.

II. Coaches' Code of Ethics

All coaches must adhere to the following ethics, based on LHCAA expectations:

- **Student-Centered Purpose** – Always prioritize the personal growth, health, and well-being of athletes over competitive outcomes.
- **Role Model Responsibility** – Maintain high ethical and moral conduct in interactions with athletes, families, officials, administrators, and the public.
- **Drug, Alcohol, and Tobacco Prohibition** – Actively discourage and never condone the unlawful use of drugs, alcohol, and tobacco/nicotine.

- **Program Alignment** – Support the entire athletic program in harmony with the goals of LHCAA.
- **Rule Integrity** – Know, teach, and uphold all applicable rules in both spirit and in letter, avoiding all forms of manipulation.
- **Sportsmanship** – Promote respect, fairness, and dignity in all competition and team activities.
- **Respect for Officials** – Treat all referees and officials with respect; never incite criticism or hostility from players or spectators.

III. Volunteer & Coaching Requirements

Background Check Required

- Every applicant must submit to an online background check.
- Background checks will be conducted every 2 years.
- Any criminal activity involving violence, abuse, or inappropriate conduct with minors is grounds for disqualification.

Head Coach Selection Process

- Whenever a head coach position becomes vacant, the Board will notify all active LHCAA members that it is seeking referrals or volunteers to fill the position. The Board will accept referrals and volunteers for as long as is reasonably possible until the Board is able to select a qualified replacement.

Good Standing

- All LHCAA volunteers, including positions such as assistant coaches and administrators, must be LHCAA members in good standing. Head coaches may request that the Board waive membership fees for volunteers that do not have a student participating in the program for which they are volunteering. Head Coach Commitment Policy

Two-Adult Policy

- A minimum of two unrelated adults who have been background checked must be present at all Titan events where students are in attendance.
- At least one adult must be 21 years of age or older.
- This applies to all practices, games, meetings, and off-site activities.
- Adults must remain visible to one another when supervising youth.
- This excludes travel where multiple students are being transported and each student's parent/guardian has consented to the travel.

Locker Room Access & Supervision Policy

- Purpose: To protect the privacy, safety, and dignity of all student-athletes while maintaining appropriate professional boundaries for coaches, administrators, volunteers, and family members.
- Policy Statement: Locker rooms, changing areas, and restroom facilities designated for student-athletes are restricted spaces.
- Prohibited Access: The following individuals are strictly prohibited from entering locker rooms or changing areas designated for the opposite sex at any time, including before, during, or after practices, games, or events:
 - Coaches
 - Assistant coaches
 - Administrators
 - Volunteers
 - Parents or family members
 - Spectators or guests
- This prohibition applies regardless of intent, convenience, supervision needs, or relationship to the athlete.
- Permitted Exceptions: Opposite-sex access to a locker room may occur only under the following limited circumstances:
 - Medical Emergency

- When immediate entry is required to prevent serious injury or harm.
- Entry should be limited in scope and duration, with another adult present.
- Facility Safety or Maintenance (No Athletes Present).
- Only when the locker room is completely unoccupied by student-athletes.
- Supervision Expectations:
 - Coaches and administrators must ensure athletes are fully dressed before addressing teams when locker rooms are in use.
 - Team meetings, instruction, or discipline should occur outside of locker rooms whenever feasible.
 - Head Coaches are responsible for enforcing this policy with parents, volunteers, and support staff.
- Compliance & Enforcement:
 - Violations of this policy will be treated as serious misconduct.
 - Failure to comply may result in disciplinary action, up to and including suspension or removal from coaching, administrative duties, or volunteer participation.
- “Lack of awareness” or “good intentions” will not be considered valid justifications for violations.

Overnight Policy

- The board discourages any organized team activity that lasts overnight. *Example: team-building sleepovers.*
- Any coach or administrator must obtain board approval prior to planning any such events.
- This excludes overnight travel for competitions where parents retain discretion to make their own travel arrangements.

Dropoff/Pickup/Release of Minors

- Children should not be dropped off early to any event where they would be unsupervised.
- Children may only be released to authorized parents, guardians, or designated individuals.

Substitute Coaches

- Any substitute coach must have a completed background check on file before working with the team and otherwise meet these requirements.

Spousal Relationships in Leadership Roles

- To protect the integrity and accountability of the Titan organization, a husband and wife may not serve simultaneously in the roles of Head Coach and Administrator.
- Decisions regarding finances or organizational direction must remain impartial. Having a married couple in both top leadership positions creates real or perceived conflicts of interest.
- Head Coaches and Administrators often review and hold each other accountable. This system cannot function properly if both roles are held within the same household.
- Athletes, parents, and staff must have confidence that leadership decisions are made objectively and free from any appearance of favoritism.

Injury Protocol

- All injuries must be reported to parents/guardians.
- Minor injuries should be communicated as soon as practical (e.g., at pickup).
- Major injuries must be reported immediately and addressed with medical care, including emergency response, if warranted.

IV. Reporting Requirements

Abuse/Misconduct Reporting

Any suspicion, allegation, or awareness of abuse or inappropriate conduct must be reported immediately to:

- Another coach or board member, and
- The LHCAA Board President
- and fill out an official complaint form at the bottom of the Lubbock Titan website: LubbockTitans.org

- **Note:** Texas law also requires any person who suspects child abuse or neglect to report it to law enforcement and/or the Texas Department of Family Protective Services (Tex. Fam. Code §261.101). Contact the Titan’s President if you need help with reporting.

Parental Notification

- If abuse is suspected, notify the parent/guardian without delay (unless the parent is the suspected offender).
- Contact an attorney and/or insurance carrier, if necessary.

Complaints

- Any participant, parent, or coach may raise concerns to the LHCAA Board using the “Raise Complaint to the LHCAA Board” link located on the LHCAA website (<https://lubbocktitan.org/complaint/>).
- Consistent with LHCAA’s Conflict Resolution policy, some concerns may be referred back to the complainant with encouragement to seek reconciliation directly.
- Where additional actions may be necessary, the Board may elect to open a formal investigation into the matter and take any appropriate measures.
- The Board encourages any allegation of physical or sexual abuse to be reported directly to the Board using the link provided above. All LHCAA coaches and administrators MUST report ANY allegation of physical or sexual abuse to the Board using the above link.

Internal Investigations

- Any coach or volunteer under investigation by the board may be suspended pending outcome.
- Anyone found guilty or admitting guilt of abuse/misconduct will be permanently removed.

Confidentiality

- All reports and investigations will be handled with strict confidentiality.

V. Coach Removal Policy

- **Violation of Conduct Guidelines** – Breach of ethics, misconduct, or actions unbecoming may result in removal.
- **Unsafe or Unfit Behavior** – Any coach deemed unfit to work with students may be removed.
- **Failure to Cooperate** – Refusal to cooperate with investigations results in suspension or termination.
- **Parent/Player Complaints** – Repeated or substantiated complaints may trigger review and removal.
- **Board Discretion** – The Board may remove any coach at any time if necessary for safety or unity.
- **Due Process** – Coaches will be notified of concerns and given an opportunity to respond unless immediate removal is required.

VI. Staff Assignment and Transition Policy

Purpose & Rationale

This policy exists to provide clarity during leadership transitions, maintain stability for athletes and families, protect the LHCAA Board from real-time staffing disputes, and allow incoming Head Coaches the opportunity to build a staff aligned with their leadership vision. It reflects common practice among sports organizations and is intended to serve the best interests of our athletes first.

- **Head Coach Authority Over Staff**

A Head Coach is responsible for the direction, culture, and performance of their program. As such, the Head Coach has the authority to select the assistant coaches and team administrators who will serve within their program. This authority is essential to effective leadership and program continuity.

Assistant coaches and team administrators serve at the discretion of the Head Coach and the organization. No assistant coach or administrator has an automatic right to continued service from one season to the next or under a new Head Coach.

This authority is exercised within the broader oversight of the LHCAA Board, which retains final authority in matters of organizational integrity, conduct, and policy enforcement.

- **Staff Transition Upon Head Coach Departure**

When a Head Coach leaves their position for any reason — voluntary resignation, conclusion of tenure, or removal — all assistant coaching and team administrator roles associated with that program are considered concluded at the end of that season, unless otherwise directed by the Board for continuity purposes.

The incoming Head Coach will have full authority to select assistant coaches and team administrators for the following season. Previous assistant coaches and administrators may be considered and retained, but are not automatically reappointed.

To assist the incoming Head Coach in making informed staffing decisions, the Board will provide the new Head Coach with a list of all assistant coaches, team administrators, and leadership personnel who previously served within the program, along with their contact information. This allows the incoming Head Coach the opportunity to reach out and determine whether any should be retained as part of the staff going forward.

The incoming Head Coach should communicate staffing decisions to returning or prospective assistant coaches and administrators within a reasonable period prior to the start of the new season, allowing sufficient time for program preparation.

Outgoing staff and prior program leaders are expected to support a constructive and orderly transition and refrain from actions or communications that would undermine incoming leadership or program stability.

- **Mid-Season Continuity**

In the event a Head Coach departs during an active season, assistant coaches and team administrators may remain in their roles on an interim basis to ensure continuity for the athletes and the program. The welfare of the athletes takes precedence over staffing restructuring during an active season.

The Board may appoint an interim Head Coach or designate leadership responsibilities as needed until a permanent Head Coach is selected. Team administrators may also remain in place through the completion of season responsibilities — including family communications, scheduling coordination, equipment management, and other operational duties — to ensure an orderly transition.

In cases where a Head Coach is removed for conduct-related reasons, the Board retains discretion over whether assistant coaches and administrators continue in their roles for the remainder of the season, evaluated on a case-by-case basis in light of the circumstances of the removal and the best interests of the athletes.

- **Head Coach Vacancy — Communication & Selection**

When a Head Coach position becomes open, LHCAA will communicate the opportunity to the Titan community through official communication channels. This communication should be timely and transparent and should invite interested individuals to express their interest to the Board.

The Board will review all interested candidates and conduct interviews as necessary in order to select the candidate who best aligns with the mission, culture, and leadership expectations of the organization. The Board retains final approval authority over all Head Coach appointments, consistent with the existing Approval of Head Coach policy in the LHCAA Policy Handbook.

The selection process should be conducted with appropriate care and without undue delay, recognizing that coaching uncertainty affects athlete planning and program stability.

- **Communication to Families**

When a Head Coach departure occurs, LHCAA will communicate the transition to program families through official channels. This communication should:

- Acknowledge the departure and thank the departing coach appropriately
- Inform families of any interim leadership arrangements
- Provide a general timeline for when a new Head Coach will be announced
- Reassure families of program continuity and the Board’s commitment to the athletes

Communications to families should be factual and forward-looking. Program leadership should avoid editorializing about the circumstances of a departure in any official communication.

VII. Policy on Recent Graduates Serving as Coaches

- Recent high school graduates may coach **junior high or younger** athletes only.
- Restriction remains until the individual reaches age 21.
- Policy protects both recent graduates and current student-athletes.
- Exemptions may be allowed by the board.

VIII. Communication & Oversight

- **Designated Spokesperson** – Only the LHCAA President or designee may speak publicly about allegations or investigations.
- **Annual Review & Updates** – Policies will be reviewed annually; volunteers must disclose any relevant new information.
- **Policy Modifications** – The Board may update policies at any time; changes are effective immediately unless noted.

IX. Non-Compliance & Removal

Any violation of these guidelines may result in disciplinary action, up to and including permanent removal from LHCAA coaching or volunteering.

X. Finances / Payments

Zeffy – The Only Online Payment Platform We Use

- All online transactions (registrations, donations, tickets, fan gear, team fees, equipment fees, etc.) must go through **Zeffy**.
- No CashApp, PayPal, Venmo, Zelle, or other apps are allowed.
- **“Zeffy: New Campaign Instructions”** can be found in the **Admin Google Drive**.

Cash & Checks

- Cash and check deposits must be scheduled with the Treasurer or Financial Journalist.
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Athlete Credits

- LHCAA provides an **Athlete Credit Excel Spreadsheet**.
- Credits must be entered here immediately after they are applied.
- Athlete credits may be applied toward **team fees, equipment fees, and uniforms**
- Credits **cannot** be applied toward the LHCAA annual family membership fee.
- Admins must create a **Zeffy discount code** for athletes to use when applying their credits in Zeffy.
- The document **“Zeffy Discount Codes for Athlete Credits”** is available in the **‘LHCAA Admin Resources’** Google Drive with step-by-step instructions.

Accounting Spreadsheet

- LHCAA also provides a **general Accounting Spreadsheet**, available in the **‘LHCAA Admin Resources’** Google Drive folder.
- Admins **must keep their own copy** of an accounting spreadsheet (either the LHCAA version or another) to compare against the Treasurer’s spreadsheet.
- **Documentation is required in both** your accounting spreadsheet and the Treasurer’s spreadsheet for accuracy.

Treasurer’s Spreadsheet Procedure

- **Admins** enter deposits and payments.
- **The treasurer** enters Zeffy deposits.

Gate / Event Money

- Tally funds at shift changes (incoming and outgoing gate workers verify).
- Submit final tallies and funds to the Treasurer/Admin at the end of the event.
- A blank gate check-in and money tally document can be found in the **‘LHCAA Admin Resources’** Google Drive folder.

Receipts / Documentation

- Submit all copies of receipts for purchases made with team funds.
- Reimbursement receipts need to be submitted with requests.
- Photos of receipts can be submitted to treasurer@lubbocktitan.org