

## **Providence Christian School Athletic Handbook 2009-2010**

The purpose of this handbook is to ensure focus, cohesiveness and order in the athletic program of Providence Christian School. As we grow our athletic program, it will be essential to have common guidelines and standards to guide us. It is dedicated to the goal of providing a program in which our athletes develop both spiritually, academically and physically. It is our desire that our athletic program be one characterized by the following statement.

### **Developing Christian Character--Pursuing Athletic Excellence**

#### Membership and Affiliation

PCS maintains full membership in the Charlotte-Gaston Athletic Association (CGAA). As such, PCS will function under the guidelines provided by the CGAA.

#### Eligibility Requirements

PCS follows the eligibility requirements of the CGAA. In order for a student to participate in CGAA athletics, he/she must be a full-time student currently enrolled in PCS as a 5<sup>th</sup>-8<sup>th</sup> grade student. A CGAA Waiver Form must be completed by a parent of each and every 5<sup>th</sup> grade athlete prior to the beginning of the sports season.

Athletes must participate in at least 50% of the regular season games in order to be eligible to participate in tournament and play-off games.

#### Suspension from Participation

A student who does not meet eligibility requirements as described by the CGAA in the CGAA League Charter will be suspended from participation in athletics. In addition to the AISA rules, PCS mandates that any student obtaining less than 60% in any class at the nine-week reporting period, will be suspended from practice and game participation for a minimum of two-weeks and until the grade has been improved to at least 70. Failure by any student to adhere to the provisions of the Athletic Handbook may be grounds for suspension from participation as determined by the school's administration.

#### Absences

Students must be in school for at least ½ day to participate in practices or games that day, unless prior arrangements have been made with the administration.

### Early Release

Because of travel, it is sometimes necessary for teams to leave school prior to normal dismissal times. For 7<sup>th</sup> and 8<sup>th</sup> grades, it is the responsibility of the student to arrange with teachers to make up any missed work. Teachers are to assist students by giving them the work missed without the student asking in grades 5-6. Students are expected to make up work missed within the time limits set by the teacher.

### Attire

Students represent PCS when participating in athletic events. They are expected to dress appropriately while traveling to and from athletic events. On game days, male students are to wear a dress shirt with a tie and khakis. Female students are to dress in PCS chapel attire.

### Uniform and Costs

Cross Country: \$75 - Student must return uniform.

Basketball: \$100- Student must return uniform.

Golf: \$75 - Student will be able to keep shirt.

Tennis: \$75 - Student must return the uniform shirt.

The athletic department will purchase all team uniforms and collect uniforms at the conclusion of each season. The exception to this is for golf. In this sport, students may keep the uniform shirt. Parents and athletes are responsible to take proper care of uniforms and return them in good condition. Lost or damaged uniforms must be replaced by the parent. Uniforms are to be worn only for games.

### Transportation

Students must travel to and from athletic events on PCS transportation when it's provided. Exceptions may be made at the discretion of the coach or athletic director. Students wishing to ride home with parents after away events must provide written request prior to the athletic event.

### Electronic Devices

Athletes may use electronic devices playing appropriate material while traveling to events with the permission of the coach. This includes CD/Tape players, radios, iPods, MP3 players and Game Boys, etc. Athletes may not use these devices while inside school facilities at either home or away games. With the coach's permission, cell phones may be used for communication purposes only.

## Statement of Commitment

All PCS athletes and their parents will be required to read and sign a statement of commitment. The purpose of this form is to ensure that all athletes and their parents have considered the level of commitment PCS requires of its athletes. While considering this document, parents and athletes should discuss all of its facets. These include:

1. Practice and game attendance
2. Effort and attitude
3. School behavior
4. Eligibility and attendance requirements
5. Uniform maintenance
6. Penalties for quitting a team

## North Carolina's Sports Officials Law (NC Code 14-33)

It is unlawful for a person to commit an assault and battery against a sports official when the sports official is discharging or attempting to discharge official duties at a sports event, or immediately after the sports event at which the sports official discharged official duties. A "sports official" is a person at a sports event who enforces the rules of the event, such as an umpire or referee, or a person who supervises the participants, such as a coach. A "sports event" includes any interscholastic or intramural athletic activity in a primary, middle, junior high, or high school, college, or university, any organized athletic activity sponsored by a community, business, or nonprofit organization, any athletic activity that is a professional or semiprofessional event, and any other organized athletic activity in the state.

## Damages

In order to protect our sports facilities and the facilities of other CGAA schools, PCS will follow the below rules established by the CGAA concerning damages:

- If it can be reasonably determined that a player has caused real physical damage requiring repairs to an opposing team's property or facilities, that player will not be allowed to play for the next 2 games and any other games in that facility for the remainder of the season (including playoffs).
- The school whose player causes such damage will be required to pay the bill to repair it. PCS reserves the right to charge the parent of the student for the damage done by the student.
- If it can be reasonably shown that a team has caused damage but the individual players involved are not known, the school who is hosting the sporting event may request that no fans be present from either school for that season and play-offs between schools.
- Schools may be assessed a cleaning bill for unusual messes.

PCS students, coaches, and families should make it their goal to represent Christ and PCS at all athletic events in such a manner that we glorify God with how we handle ourselves.

## The Providence Christian School Coach

Because PCS believes one of the most influential people in a middle school athlete's life is often his or her coach, it is our intent to carefully select excellent coaches. Our desire is that as we grow to have a "program building coach" leading each of our sports programs. A program building coach is a self-starter, is highly motivated and has a passion for and has excellent knowledge of his or her particular sport.

### Rules For All Teams

The following rules shall be followed by all PCS teams. Coaches may supplement these with additional rules. A copy of all team rules must be on file with the athletic director and written team rules must be provided to each player and to all parents.

1. All players are required to attend all practices and games unless given prior permission to miss by their coach.
2. Missing a practice or game without prior permission may result in removal from the team.
3. Players will make up excused missed practices and games in a way to be determined by each coach. (i.e. running laps for missing a practice, or sitting out for part of an upcoming game)
4. Players are to be on time for practices, games and team meetings.
5. Players must maintain academic and behavior eligibility as outlined in this handbook.
6. Players will refrain from profanity anytime and anywhere.  
According to scriptural mandate to flee from even the appearance of evil, athletes will avoid situations where a Christian witness is compromised.
7. Players are responsible for the proper care and return of uniforms. Parents of players will be charged for damaged or lost items.
8. Players who quit after accepting a spot on a team, without the approval of the coach and athletic director, may not be eligible to participate in a PCS sport during the following season or to participate the next year in the sport they quit.
9. If a player is required to miss practices or games because of a doctor's instructions, a note from the doctor is required prior to his/her return.
10. If a player needs to get academic help after school at a time which would make him/her late to practice, he/she must get prior permission from the coach.
11. Missing practice because of school discipline will result in disciplinary action as determined by each coach.

### Scheduling and Practice Guidelines

1. All scheduling (game, tournaments, practices and other events) will be done with the approval of the athletic director. Coaches will be given the opportunity to have input into scheduling games for their sport. The CGAA schedule will be followed,

- with additional non-association contests added as deemed appropriate. Priority will be given to schedule contests with schools having quality programs that are located in our geographic area.
2. Schedules to include games, tournaments, practices and other events associated with the sport will be developed and given to each athlete prior to the start of the season.
  3. Practices will be scheduled by each coach. The athletic director will work with coaches to schedule practices when limited facilities are shared.
  4. Practices will not be scheduled on Sunday and Wednesday practices are discouraged. If Wednesday practices are required, they must end no later than 4:30 p.m.
  5. Coaches are responsible for players at all practices and games and must not leave players unsupervised at anytime until all players have been picked up.

#### Facilities and Equipment

1. Coaches will have team members participate in facility maintenance, set-up and take-down.
3. Coaches and team members must always leave both home and away facilities clean.
4. Coaches are to make sure all facilities are properly secured prior to leaving the area. This includes turning off lights and locking doors.
5. Coaches will not make agreements with any company to purchase athletic equipment or uniform items. All such agreements must be made by the athletic director. All equipment will be purchased by the athletic director with approval of the head of school. Coaches must keep the athletic director informed, in writing, of all equipment needs.
6. All equipment should be properly secured after usage.
7. Athletic equipment should not be loaned to outside groups without the permission of the athletic director and may not be taken of campus.

#### Facilities Use Policy

The athletic facilities of PCS are intended to meet the physical education and athletic needs of our students and school families. The Athletic Director will be responsible for the scheduling of all athletic facilities.

Use of the facilities will be prioritized as follows:

1. PCS physical education programs and church related activities
2. PCS athletic programs
3. PCS extended family (i.e. faculty, staff) as approved by the athletic director.

The following will apply to all facility usage:

1. Physical education classes must be supervised by an approved adult at all times.
2. Athletic teams must be supervised by an approved adult at all times.
3. Use of athletic facilities, other than for physical education classes, will be scheduled by the athletic director.
4. Proper shoes must be worn during use of facilities.

#### Home Events Supervision – Physical Emergency Policy

1. The athletic director will administer all home events or designate another member of administration to do so in his absence.
2. Basic set-up for home events will be arranged by the coach with the assistance of the athletic director.
3. Coaches will secure all facilities prior to departure from campus. Facilities will be checked by the athletic director or designated administrator prior to departure.
4. In case of a physical emergency the athletic director or the administrator in charge will perform the following:
  - a. Professional medical advice will be sought from among spectators.
  - b. The administrator in charge will work with coaches and parents to determine if emergency assistance should be called.
  - c. Emergency assistance will be called (911) if any doubt exists as to the seriousness of the injury.
  - d. The administrator in charge will stay in the vicinity of the injured player and designate others to make necessary calls.
  - e. The administrator in charge will designate an adult to accompany the injured player to the hospital if the player's parents are not in attendance.
  - f. Immediate effort will be made by the administrator in charge to contact the parents of the injured player.
  - g. The administrator in charge will work with the family to coordinate any help they may need to provide for the care of other children or to notify family members.
  - h. Coaches will continue involvement in injury situations via phone or by going to the hospital when the game is concluded and his team responsibilities have been met.

#### Admission Policy For Home Events

Admission will not be charged to adults, children and students.

#### Concessions

If possible, concessions may be provided. This is based on available staff and resources.

## Team Pictures

The athletic director may schedule a picture day during each sports season. Information about picture day and an opportunity to purchase pictures will be provided to each family.

## Sportsmanship

Good sportsmanship is at the top of our list of priorities at PCS. As a Christian school, it is extremely important for PCS to maintain excellent sportsmanship. This commitment brings PCS back to the basic emphasis of “Developing Christian character -- Pursuing athletic excellence.” It is proper to want to excel, but everyone must always remember that the development and demonstration of Christian character is an even higher calling.

The following Athletic Creed is something everyone must consider and work toward.

Athletes will:

**Respect** parents, coaches, teammates, officials and opponents

**Personify** commitment and a positive attitude

**Represent** their school with honor and respect

Parents will:

**Support** the team and coaches in public and address concerns in private

**Encourage** 100% individual effort and 100% team loyalty

**Respect** officials and opponents

**Provide** positive reinforcement to all athletes

**Assist** the coaches by staying off practice and playing fields/courts at all times.

Coaches will:

**Inspire** their athletes by personal example both on and off the field or court

**Teach** athletes to play hard, but to win or lose with equal grace

**Respect** officials and opponents

**Treat** all people with dignity and respect

With the mission of PCS in mind: “PCS will glorify God by promoting excellence in a nurturing Christian environment; by educating each child spiritually, academically, physically, and emotionally; and by encouraging a lifelong commitment to the Lord”, the following should be considered when it is necessary to deal with any conflict situation in the PCS athletic program.

1. Commit the situation to personal prayer, seeking God’s direction in dealing with it.
2. Go directly to the person involved. Go with the proper spirit, seeking mutual resolution to the conflict. This is a scriptural mandate. (Matthew 18: 15-17)
3. If resolution does not occur, take concerns to the next level.
4. Resist the natural temptation to talk to other people about the situation. This often

falls under the scriptural warning to avoid stirring up of dissension. (Proverbs 16:16-19)

Resolution will occur most readily when all parties involved are committed to the following:

1. Being willing to yield
2. Being open to reason
3. Not abandoning personal principles

Athletic directors (AD) and coaches are responsible for the behavior of their players on and off the court. In the case of visiting fans displaying inappropriate behavior (including but not limited to profanity, taunting, etc.), the visiting coach or AD will have the 1<sup>st</sup> opportunity to address the situation. The same procedure applies to home court fans. If fans do not comply with the request made by the AD, fans will be asked to leave. If the fans do not comply with the request to vacate the premises, the game is called.

Coaches and ADs are held to the same standards as fans and players. In the event that an official dismisses a Coach and/or AD from a game, he or she is not to attend or assist in any way with the following game.

If unsportsmanlike conduct occurs by players, the coach will deal with the offending player. For misconduct, 1<sup>st</sup> offense is point penalty, 2<sup>nd</sup> offense is loss of game, 3<sup>rd</sup> offense is default. Penalties are cumulative throughout season and playoffs.

### Coaches

Coaches must work to develop a program that brings glory to God not men, and that keeps athletics in proper perspective. We value athletics but our commitment is to “do all things to the glory of God.” We must strive at all times to be the best we are capable of being. Coaches are one of a school’s best marketers and should strive to build a good name in the community.

We are not ashamed of wanting to win. Christians should lead the way in all areas of life.

We are not ashamed of losing, if we gave our best effort. Giving less than our best is unacceptable.

We must model Christ-like behavior and demonstrate mature judgment at all times.

Coaches have the unique opportunity to demonstrate a Biblical worldview while in the arena of competition.

Coaches must be thoroughly knowledgeable in their chosen sport and able to impart this knowledge to their athletes.

Coaches must organize and run a disciplined program. This includes practice sessions, games, and their programs financial resources. Coaches should create a budget for the following school year in the spring of the prior school year and be approved by the AD.

Coaches must be able to motivate athletes to hard work. Our goal is to develop athletes who are diligent in preparation, relentless in effort, disciplined in execution, self controlled in action, respectful to all, and humble in spirit, without regard to opponent or score.

Coaches must work to develop relationships and build our fan base.

Coaches must be ambassadors of our program to the community.

Coaches must take a sincere interest in the spiritual, academic and social growth of athletes.

Coaches must be willing to organize and lead our athletes in off-season conditioning and skill development.

The following specific guidelines apply to all coaches of athletic programs at PCS:

1. Coaches will attend all practices and games. If unable to attend, the athletic director must be informed in advance and a suitable substitute provided.
2. Coaches will meet or exceed the dress code listed in the student/parent handbook at all times. Practice attire will allow the coach to participate, as needed, to teach and demonstrate. Game attire should be in keeping with a professional appearance in the particular sport.
3. Coaches are to handle all discipline themselves when possible. The athletic director should be notified if: a) parents are contacted by the coach due to a discipline situation, b) a coach is considering suspending a player from a team.
4. Coaches are to notify the athletic director when any injury occurs that requires medical attention.
5. The coach should notify the player's parents if an injury occurs that may require medical attention.
6. Coaches are to notify the athletic director if technical fouls, cardings or ejections occur in any game.
7. Coaches are to enforce all general PCS athletic department guidelines and may supplement these with specific rules for their team. Copies of additional rules must be on file with the athletic director.
8. Coaches are responsible for the distribution, collection and proper storage of all uniforms. A list of all uniforms must be developed and filed with the athletic director.
9. Each coach is to plan a regular team devotional time – at least once per week is required during your season. Coaches are encouraged to lead devotions themselves and use administrators. When appropriate, team members may be

- used. Coaches are also encouraged to use “teachable moments” to encourage spiritual growth.
10. The athletic director, with the coordination of the coach, will arrange all transportation to away games. Coaches are to travel on the provided transportation both to and from the game in order to supervise players on away trips. Coaches are to make sure that all vehicles are cared for and cleaned upon return.
  11. Coaches will have a listing of all athlete parents and all possible contact numbers with them during all events, to include practice, for emergency notifications.
  12. School vehicles will normally be ready for use. If it is necessary for a coach to purchase gas, a receipt should be turned in for reimbursement.
  13. All vehicle keys must be returned to the athletic director immediately upon return.
  14. Coaches may not make purchases without prior approval from the athletic director.
  15. Coaches are to schedule water breaks, especially for outdoor activities every 15 minutes. Water should also be available any time a player needs some.
  16. Coaches are to use Edline to communicate practices dates and times, game dates and times, and other pertinent information for their sport.

This athletic handbook will be reviewed by administration and coaches, changed as necessary, and submitted to the PCS Executive Board for approval yearly.

This handbook is not intended to address every situation that may arise. Any items not addressed in this handbook will be addressed by the athletic director and binding decision made with the approval of the Head of School. Last Revision Date: 6/2009

## STATEMENT OF COMMITMENT

I, \_\_\_\_\_, as a member of Providence Christian School's athletic team, do agree to abide by the following rules and standards of conduct. I realize that athletic involvement is a privilege, and not a right, and carries with it responsibilities. I further acknowledge that there will be consequences for misconduct or not fulfilling my commitment.

- A. I agree to attend and be on time for all practices, meetings, and games unless excused in advance by my coach. Though I may have outside activities, I will not allow them to interfere with my PCS commitment.
- B. I agree to personally gain prior permission from my coach if extenuating circumstances arise where I must be late or miss a team function. (i.e. academic help, family emergency, etc.)
- C. I agree to give 100% effort during practices and in games.
- D. I agree to inform my coach of an illness or injury that I feel may affect my ability to participate fully. I recognize that lack of practice due to an injury may limit my playing time and that I am still responsible to attend practices and games when injured unless excused by my coach. I understand that if excused from practices or games by a physician, I must supply a physician's written release to resume participation.
- E. I agree to keep an attitude of encouragement towards my teammates in every situation.
- F. I agree to refrain from profanity anytime and anywhere.  
According to scriptural mandate to flee from even the appearance of evil, I agree to avoid situations (parties, informal gatherings, etc.) where alcohol and drugs may be present.
- G. I agree to maintain my academic eligibility as outlined in the Student and Athletic Handbooks and to inform my coach of any academic problems that I may encounter.
- I. I agree to take care of any uniforms or equipment that may be issued to me and will return them when I am asked. If any damage occurs during my possession, my parents and I agree to pay for repair or replacement. I agree to not use any school issued equipment for any outside activities unless approved by my coach and/or the Athletic Director.
- J. I agree to remember who I represent as I wear the name PCS on my uniform.
- K. I understand that if I am not in school attendance for one-half day, I will not be allowed to participate, unless prior arrangements have been made.
- L. I understand that if I break my commitment to my teammates, coaches, and PCS by quitting a team, my participation on PCS teams will be restricted as outlined in the Athletic Handbook.

My parents and I have read and understand the Providence Christian School Athletic Handbook. In signing this document, I agree to do my best to abide by its guidelines.

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date