

Terra Ceia Christian School

Athletic Handbook

Our purpose is to provide strong Christian training and leadership that demands a commitment to academic excellence that strives, in a positive manner, to represent Terra Ceia Christian School on and off the playing field or court. We desire a program that is dedicated to the development of individual skills and to team performance while imputing the values of the Christian faith in order to strengthen the commitment and character of each individual in our athletic program.

Our effort as an athletic program should be consistent with the effort of the entire school. We need to train effective Christians so they might go out and serve God in various occupational pursuits. We desire training that is inclusive of prominent character qualities such as goal-setting, self-sacrifice, fulfilling responsibility, developing effective communication skills, hard work, inner-character, self-discipline, and persevering spirit.

#### ATHLETIC PURPOSE

1. Allow students to develop God-given physical talents
2. Consistently impart Bible principles and values of Christ to our players
3. Teach good sportsmanship.
4. Teach how to win and be winners.
5. Teach how to accept defeat without being a loser.
6. Teach responsibility (on time for practice, games, and school work).
7. Teach cooperation and working well with others.
8. Teach how to follow directions outside of the classroom situation.
9. Bring honor and glory to God through TCCS athletics.
10. Teach respect for authority represented by coaches.

#### ATHLETIC ELIGIBILITY REQUIREMENTS

Each student-athlete must maintain a 74% average for each report card in order to play. He/She must also have a passing grade in every subject.

If a student does not meet these requirements, there is a process that must be undertaken.

1. The student-athlete will have 2 weeks to meet the requirements. After this time, they must be passing every subject in their course load. During this probationary time, the student-athlete may play and practice.
2. After 2 weeks time, the student-athlete must be passing every class.
3. If they do not meet the academic requirements after 2 weeks, there will be an additional 2 weeks allotted to fill them. During the second 2 week probationary period, the student-athlete will be permitted to practice but not play in games.
4. If the student-athlete fails to meet these requirements after the second probationary period, they will be dismissed from the team.
5. This process can only be repeated once per school year.
6. Students with learning disabilities may be granted exceptions by the administrator and athletic director provided they are meeting all requirements given to them.

## ATHLETIC REQUIREMENTS

1. Parent consent form and medical form must be signed and turned in by the first game.
2. Dress Code: All students participating in athletics must follow the policy approved by the Athletic Committee. If the guidelines are not followed, the individual will be suspended from games until corrections are made. Coaches will monitor players for proper dress: male and female basketball, volleyball and cheerleading participants must wear approved polo shirts with TCCS Knights Logo. This is to be worn with khaki or black dress pants. Shirts will be available for purchase from the Athletic Committee. This attire is to be worn on all game days at school and to and from games. When you are traveling with the team this attire is to be worn. Because dressing facilities are not always available, soccer, baseball, softball, and golf participants will wear full uniforms to and from games.
3. Students will maintain a positive attitude towards the team, coach, and TCCS.
4. The \$75 athletic fee, per sport, must be paid before the student will be allowed to participate.

Team Size (These are maximums.) Team size is up to the discretion of the coach. There will be no changes to the team roster without the approval of Athletic Committee.

1.	Boys Soccer	14
2.	JV Girls Volleyball	10
3.	Varsity Girls Volleyball	12
4.	JV Girls Basketball	12
5.	JV Boys Basketball	12
6.	Varsity Girls Basketball	12
7.	Varsity Boys Basketball	12
8.	JV Cheerleaders	10
9.	Varsity Cheerleaders	12
10.	Girls Softball	14
11.	Boys Baseball	14
12.	Golf	10

- a. Practice schedules will be worked out by the AD and the coaches. Typically JV teams will practice before Varsity teams.
- b. Varsity teams will be allowed to practice for one hour on Wednesday afternoon as the coaches see the need.

#### Athletic Penalties:

1. If a student is caught drinking or in the possession of weapons, drugs or alcohol at a school event he/she will be suspended from athletics for the rest of the season or the next sport that he/she participates.
2. If a student is caught smoking by the coaching staff or the teaching staff, he/she will be given a one game suspension for the first offense. The second offense will result in being suspended for the rest of the season. The student will practice with the team and be dressed in appropriate clothing at the games.
3. The athletic director and administrator in consultation with the coach will deal with unsportsmanlike conduct, swearing, or a poor attitude. Punishment may involve dismissal and suspension from the team.
4. If a student quits a sport, he/she will be ineligible to participate in athletics for one year. The parents can appear before the athletic committee to have this policy waived.

#### RESOLVING CONFLICTS

Parents are required to take the following steps in resolving conflicts with a coach.

1. Go to the coach and talk with each other honestly and directly. Hopefully, at this point the misunderstanding will be resolved.
2. If there is no resolution to the problem, the parent and coach may call the athletic director. He will schedule a meeting with the parent, coach, and administrator if possible.
3. If you are still not satisfied, the parent is asked to contact an athletic committee member. The athletic committee will then decide how the conflict will be resolved.

#### COACHES CODE

The school board passed this code. It is done not to “get” someone, but instead is a means to assure improvement and make sure we have an athletic program consistent with the purpose of TCCS. These are what we seek and observe in our coaches. The purpose is not to criticize, but to help improve our coaches and our athletic department to maintain it’s high standard.

1. A desire to place the well being of the players ahead of a personal desire to win.
2. A coach sensitive to the emotional, physical, and spiritual development of the players on the team, realizing that players are individuals with individual needs.
3. A coach who places emphasis on teamwork and team unity.
4. A coach who will review first aid principles needed to treat injuries of their players.
5. A coach who will do his best to provide a safe playing situation for their players.
6. A coach who is knowledgeable in the rules of the sport they coach, and effectively teach these rules to players.

7. A coach who is able to use and teach proper techniques for the skills they teach.
8. A coach who remembers that the athletic program is for the students not adults.
9. A coach who is able to organize practices that is both fun and challenging for players.
10. A coach who is able to lead by example in the areas of sportsmanship, fair play and Christ centered behavior.

#### COACHES' RESPONSIBILITIES

1. Schedule a meeting prior to season with parents, players and AD. This is to be an informational meeting to keep communication open about expectations of players as far as attendance, behavior and any cost that may incur other than fees.
2. Responsible for bringing equipment to and from games.
3. Responsible for coordinating transportation and adult supervision on van or bus with the Athletic Director and parents to and from practices and games.
4. Inform athletic director of any needs for the program.
5. Collecting uniforms and informing athletic director of missing uniforms.
6. Post season awards: all nominations must go to athletic director.
  - a. Nominate players for all-conference and honorable mention teams
  - b. Nominate players for the all-tournament team and tournament MVP
  - c. Varsity only: if applicable, nominate player for player of the year.
  - d. Also vote for conference coach of the year and team sportsmanship awards.
7. School awards responsibilities:
  - a. Awards given are MVP, most improved, and coaches award.
  - b. Give presentation at awards night at end of school year. This should be no longer than 5 minutes.
  - c. Varsity coaches are also responsible for nominating and voting for male and female Athletes of the Year. This person is typically a senior. The qualifications are: involved in at least 2 sports, involved in other activities, shows good sportsmanship. It does not need to be the best player or athlete.
  - d. Varsity coaches are responsible for meeting with the rest of the coaches in the conference to determine the order of all-conference players for all-state nominations.

## ROLE OF ATHLETIC DIRECTOR

The athletic director is a liaison between the coaches and the athletic committee.

1. The athletic director is responsible for schedules, ordering equipment, and providing personnel for home games to run smoothly.
2. The athletic director must be informed of program needs.
3. The athletic director reports to the Athletic Committee. As such, any concerns about the athletic program should be directed to the AD first, in accordance to the school policy for resolving conflicts.
4. The athletic director is responsible for arranging transportation. Coaches will be expected to drive if a van is used.
5. The athletic director is responsible for recommending and evaluating coaches yearly. This is to be presented to the Athletic Committee prior to sharing with coaches.
6. The athletic director is responsible for implementing policies set by the athletic committee and school board. Remember, the athletic director has no vote in athletic committee matters, but will inform coaches of relevant decisions made by the committee and school board.

## MALES/FEMALE RELATIONSHIPS

1. There should always be a person of the same gender as the team in the locker room. This can either be a parent or assistant coach. (Ex: A male coach for a female team should have a female in the locker room.)
2. Changing rooms should be separate and private for both genders.
3. If at all possible, males and females should not sit together on the bus.
4. Clothes should always be changed in an enclosed room.

## CUTS

Cuts may be needed if the number of athletes trying out for a team exceeds the number of maximum players. Sensitivity toward those athletes being cut is very important, especially for those who are cut. A good rule is to inform the person individually, face to face, and finish with some encouragement about what to improve to make the team in the future. Coaches are free to do this as they see fit. A posted note is generally not the best way to find out if you have been cut.

## STUDENTS IN THE GYM

Students must be supervised in the gym at all times. This includes the basketball court and the weight room. This is to better insure 3 things: player safety, equipment maintenance, and ensuring less theft of personal property.

At away games, students must remain in the gym area, either in the gym itself or in the eating area.

## ASSISTANT COACHES

There must be a faculty member involved as a head or assistant coach for each sport whenever possible. Any coach must be approved by the athletic committee. This includes off-season practices as well.

## STATE SEASON LENGTHS

Fall season begins on the Monday containing August 1 and ends on the final Saturday in October.

Winter season begins on the Monday after the last Saturday of October, and ends on the Monday following the last Saturday in February.

Spring season begins one Monday prior to the final weekend of the state basketball tournaments, and ends May 31 of each year.

In season, or "Official" practice, with a school coach present (in any sport) is prohibited outside these designated sport seasons.

## OFF SEASON OR UNOFFICIAL PRACTICE

The following are designated numbers of athletes, per sport, allowed to practice with coaching instruction in the off-season or "unofficial" practice.

Baseball:	No more than 8
Basketball:	No more than 4
Golf:	No more than 5
Soccer:	No more than 10
Softball:	No more than 8
Volleyball:	No more than 5

## GUIDELINES FOR OFF SEASON PRACTICE

Organizational meetings, for the purpose of discussing policies or academics, distributing equipment or paperwork prior to the beginning date of practice are allowed, but no sports instruction is permitted on those days.

Skill Development/Restricted number practices with school coaches are permissible AS LONG AS:

1. They are not a requirement for participation on that team
2. Attendance is voluntary and open
3. They are not held during tryout periods for another sport
4. No more than the allowable number of athletes may participate in a skill development session no matter how many coaches are present
5. One skill development session is allowed per day
6. Any NCISAA coach does not coach a practice or game for a non-school team (select/challenge, AAU, USVBA, fall baseball, etc.) that has more than the allotted number of athletes from his/her school
7. Any officially employed or volunteer coach at an NCISAA school abides by these rules
8. Typically, Terra Ceia athletes involved in a sport that is in season do not participate in these practices until their season is completed

## Summer Practice (June 1- July 31)

Summer will be defined as the season beginning June 1 and ending on the Monday of the week containing August 1.

During the summer coaches are permitted to work with individuals or an entire team AS LONG AS:

1. This is not a requirement for participation on that team
2. Attendance is voluntary and open

Ethical statement: Any coach who promotes the idea that participating in summer practice is required is out of compliance with the intent, spirit, and purpose of these rules.

#### Open Gym/Open Fields

During any season informal pick-up games with a school coach present (in any sport) are permitted.

During the off-season or “unofficial” practice, a coach may not play and not give verbal or physical instruction of any kind in the open gym or open field arena.

Heads of schools and athletic directors are responsible for seeing that these rules and concepts are understood by their coaching staffs and that they are followed without exceptions. Enforcement of all NCISAA rules is the responsibility of each school, each conference, the NCISAA Board of Managers and the NCISAA Board of Directors, and the Executive Director.

These are state guidelines, and must be followed or our school will be punished by the NCISAA.

For Terra Ceia Christian School, everyone involved in an “unofficial” practice must be approved by the athletic committee.

#### EJECTION PROCEDURE: NCISAA POLICY

If any NCISAA player is ejected from any contest, he/she will not be allowed to participate in the next scheduled contest but may sit on the team bench. If the same player is ejected a second time from any contest, he/she will not be allowed to participate in the next two scheduled contests but may sit on the team bench. If the same player is ejected from any contest a third time, he/she will not be able to participate in or attend any sport until the beginning of the next school year.

If any NCISAA coach is ejected from any contest, he/she may not attend the next scheduled contest. If the same coach is ejected a second time from any contest, he/she will not be allowed to attend the next two scheduled games. If the same coach is ejected from any contest a third time, he/she will not be able to participate in or attend any sport until the beginning of the next school year.

A \$100 fine will be assessed should a coach be ejected from any game. Any coach who is ineligible due to an ejection will be fined \$500 if he attempts to coach or to attend a subsequent game.

An ejection is a judgment call; therefore, there are NO appeals. If a wrong player is identified, a correction can be made. Penalties are cumulative from sport to sport and from sport season to sport season, but not academic year to academic year. Ejections in the last game of a given season carry over to the next sport in which the individual participates that year. Conferences may choose to enforce a more stringent code of conduct.

If an ejection occurs, the Athletic Director must be notified so he can report the violation to the NCISAA. It must be reported within 24 hours of the violation.

#### STATE ATHLETIC RECRUITMENT POLICY

Coaches or persons known to be associated with the athletic committee may not initiate contact with a student athlete to encourage him or her to attend the school.

#### STUDENTS ELIGIBLE FOR SPORTS

Any student who meets the aforementioned requirements and is in at least grade 7 is eligible to play sports at TCCS. The following are some guidelines.

1. 6<sup>th</sup> graders are prohibited by the conference to play unless there is not enough in grades 7-12 to field a team. Example: If there are 7 players for basketball, the 6<sup>th</sup> grader will not be allowed to play.
2. It is highly recommended that varsity be from grades 9-12. In the event that an eighth grader should be selected by varsity, a meeting of coaches, parents of the athlete, athletic director, athletic committee and administrator would meet to hear concerns. Athletic Committee would make the final determination.
3. Students from grades 7-10 are eligible for JV teams. Grade 11 athletes must move up to varsity. Also, anyone 16 years old should not play JV.
4. No player shall have reached his/her 19<sup>th</sup> birthday on or before August 1 of the current year (state policy).

#### ILLNESS POLICY

1. If a student-athlete is sick and misses the entire day of school, they will not be allowed to participate in athletics that day.
2. A person must be in school by 12:00 in order to participate.
3. Acceptable appointments do not apply to the 12:00 policy. They may participate if school is missed due to an appointment.

#### KEYS

Every coach will have a gym key, padlock key, and key to the locker room.

If a person has these keys and no longer coaches at the school, the keys should be returned to the school.

#### REPORTING SCORES

Each coach should call the Washington Daily News with the scores of every game, win or lose. They are very good at reporting them when they are notified. The number is 946-2144, extension 5. If they are not answering, they may be faxed at 946-9797.