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### **1. FOREWORD**

Thank you for participation in the Community Christian School athletic program. This handbook has been prepared to assist you in gaining a clear understanding of various aspects of the CCS athletic program and the expectations placed upon coaches, student athletes and their parents. All policies will be followed as written. Policy exceptions may only be granted by appeal to the

Community Christian School Administrator. In conjunction with the Board of Directors, she will render a decision in the best interest of Community Christian School, the athletes, parents, and coaches.

As you serve the Lord through your participation in the CCS athletic program may you aspire to the words of 1 Peter 4:10-11 (NIV).

*Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ.*

## **2. ATHLETIC PROGRAM MISSION STATEMENT**

The CCS athletic program is committed to furthering the vision of Community Christian School by emphasizing the development of sound Christian character among our student athletes through the vehicle of sport. This is accomplished through a program that encourages the development of God-given athletic abilities through sound, fundamental instruction while emphasizing growth of personal qualities such as character, conduct, commitment, leadership, and respect.

## **3. COMMUNITY CHRISTIAN SCHOOL PHILOSOPHY OF ATHLETICS**

The philosophy of athletics at Community Christian School is founded on the teaching and principles of God's Word displayed through the application of a Biblical based worldview. This may result in the CCS athletic program differing substantially from programs at schools governed by other principles. However, these differences provide an opportunity for the non-Christian community to witness the unique principles of followers of Jesus Christ through the exemplary actions and Christ-like attitudes of our student athletes, coaches, parents, and administrators.

The Community Christian School athletic program is one means of accomplishing the school's mission by training our children to develop sound Christian character. To this end, the priorities of participation in the Community Christian School athletic program are:

1. All participants must honor the name of our Lord and Savior, Jesus Christ seeking to glorify God in accordance with the principles of 1 Peter 4:10-11.
2. The Lord's Holy Name and reputation of His collective agent, Community Christian School, must be preserved and protected at all cost.
3. The spiritual, psychological, and physical well-being of the individual athlete must take precedence over any individual or team athletic accomplishment.

The hierarchical order of the preceding priorities is extremely significant. The adoption of all athletic department policies and procedures and the practical application of those policies and procedures are ideally governed by working under this umbrella of stated priorities.

Therefore, this three-fold priority statement should permeate all stated policies and goals of this school. The net result: the Lord will be glorified, the reputation of Community Christian School will remain strong, and athletes, parents, and coaches will grow spiritually as they apply Biblical principles in athletics.

## **4. STUDENT ATHLETE POLICIES**

### **4.1. Athletic Awards**

The list below details the athletic awards that can be earned through the Community Christian School athletic program.

#### **BOY**

#### **S & GIRLS GIRLS BOYS & GIRLS**

#### **BASKETBALL VOLLEYBALL GOLF**

Christian Leadership Christian Leadership Christian Leadership

MVP (Voted by team MVP (Voted by team and MVP (Voted by team and  
and coaches) coaches) coaches)

MIP MIP MIP

#### **4.2. Athletic Awards Ceremony**

The Athletic Awards Ceremony will be held annually to honor Community Christian School student athletes. The ceremony provides a special forum to recognize student athletes for individual and team accomplishments. All available awards will be presented at the ceremony.

The Community Christian School Athletic Director will assume responsibility for organizing a committee of parents, coaches, and/or administrators to be responsible for the planning and preparation necessary to make these ceremonies special occasions. The Athletic Director will call upon the coaching staff to make appropriate presentations.

#### **4.3. Athletic Permission Form**

Every Community Christian School student athlete must have a completed Athletic Permission Form on file in the school office before practicing with any Community Christian School team. The Athletic Permission Form is not considered complete until a physical and insurance form are on file in the school office.

#### **4.4. Athletic Fee**

All Community Christian students will be charged a \$25.00 athletic fee to participate in CCS sports for the 2004 –2005 school year. Eligible home schooled students (See the eligibility section of this manual for requirements) will be charged a \$35.00 athletic fee to participate in CCS sports for the 2004 –2005 school year. All fees are due before the student may participate in the first contest.

#### **4.5. Attendance at Practices and Games**

Each member of a Community Christian School athletic team must assume the responsibilities associated with such a position. The athlete has an obligation to the team and the school. This obligation includes regular attendance at practices and athletic contests.

When athletic team practices or contests occur on school vacation days the athletes are expected to be in attendance. Each team member must practice a minimum often (10) times (only one/day) prior to the first contest.

It is possible that situations may arise that make it impossible for an athlete to attend a practice session or an athletic contest (i.e.: death in the family, family function or vacation, or doctor or dental appointment). The coach of the particular sport is responsible for making all decisions regarding the legitimacy of any absence. In the event of absence, the coach should be notified as early as possible. The athlete/participant is solely responsible for such notification.

Absences from practice sessions or athletic contests will be handled in the following manner:

##### **4.5.1. Absence From Practice**

\*Excused absence

\*Unexcused absence (1st offense)

\* Unexcused absence (2nd offense)

\*Unexcused absence (3rd offense)

##### **4.5.2. Absence From Athletic Contest**

\*Excused absence

\*Unexcused absence (1st offense)

\*Unexcused absence (2nd offense)

#### **4.6. Attendance at School**

No Action

Conference with coach and discipline of athlete

Suspension from the next interscholastic contest

Dismissal from team (Athlete forfeits all

**awards)**

No Action

Suspension from the next two interscholastic contests

Dismissal from team (**Athlete forfeits all awards)**

A student athlete must attend school on the days of an athletic practice and contest in order to participate in that practice or contest. Some specific circumstances are as follows:

4.5.1. Students who are absent for part of the school day and are granted a non-illness related excused absence (e.g., a dental appointment) will be allowed to participate in the practice or contest of the day.

4.5.2. As a general rule, students who are ill for half of the school day (defined as missing at least two but less than four hours), or more, on which an athletic practice or contest is scheduled may not participate in that contest. The Community Christian School Administrator may occasionally decide that extreme circumstances exist and inclusion in the athletic event several hours later is acceptable. **PLEASE NOTE:** Such a decision will be rare and will be handled on an individual basis.

4.5.3. Any unexcused absence from school, regardless if it is only for a partial day, will render an athlete unable to participate in the day's events.

#### 4.7. Dress Code

Our student athletes are ambassadors of Community Christian School. Therefore, it is incumbent upon the Community Christian School administration, faculty, and staff to establish and enforce dress code provisions applicable to our student athletes.

The dress of our student athletes, whether in or out of uniform, before, during, or after a game, should always be tasteful, modest, neat, and exemplary of the ideals associated with Community Christian School and in compliance with the Student Handbook's Dress and Appearance guidelines

An individual coach may require a more restrictive dress code for game days with the approval of the School Administrator.

#### 4.8. Eligibility

4.8.1. *Basketball* Students in fourth through eighth grades may participate in the basketball program. If the Middle School team has fewer than eight players, sixth grade athletes may be allowed to choose to play on the Middle School team at the discretion of the coach, Administrator, and/or Athletic Director. Similarly, if the fifth and sixth grade team has fewer than eight players, fourth grade athletes may be allowed to choose to play on the fifth and sixth grade team at the discretion of the coach, Administrator, and/or Athletic Director. However, if an athlete chooses to play on the higher level team, they will be ineligible to participate with their class team.

4.8.2. *Volleyball* Students in Middle School may participate in the volleyball program. If the Middle School team has fewer than nine players, sixth grade athletes may be allowed to choose to play on the Middle School team at the discretion of the coach, Administrator, and/or athletic Director. However, if an athlete chooses to play on the higher level team, they will be ineligible to participate with their class team.

4.8.3. *Cheerleading* Students in fifth through eighth grades may participate in cheerleading.

4.8.4. *Home Schooled Students* Home schooled students paying appropriate participation fees and taking at least one class at Community Christian School will be eligible to compete in the CCS athletic program if any team fails to meet the established size standard for that team. However, lower grade CCS students will be given first priority to meet the team size standard by opting to play up as described above. Additionally, home schooled students with a sibling attending CCS will receive priority over home schooled students without a sibling attending CCS.

4.8.4.1. Size standards are as follows:

4.8.4.1.1. *Basketball* Eight eligible players

4.8.4.1.2. *Volleyball* Nine eligible players

4.8.4.1.3. *Golf* Five eligible players

4.8.5. *Academic and Social Eligibility* All student athletes at Community Christian School must be exemplary members of the student body. Therefore, minimum standards of academic achievement have been adopted in order for student athletes to establish and maintain eligibility. These standards acknowledge that academic achievement takes precedence over athletic participation and are as follows:

4.8.5.1. Each student athlete will be assigned a letter grade (see Community Christian School Student Handbook) as an evaluation for each class taken. Grades in all classes will count and will be weighted equally.

4.8.5.2. Students' grades will be checked for eligibility at both mid-term and at the end of the quarterly reporting period. Each student athlete is assumed to be eligible for athletic participation until a declaration of ineligibility is made by the Administrator or Athletic Director.

4.8.5.3. Any grade below a C- will render a student athlete ineligible.

4.8.5.4. Once a student athlete is declared academically ineligible; the period of ineligibility will last until the next mid-term or quarterly reporting period.

4.8.5.5. At that time, the entire academic record of the ineligible student athlete will be re-evaluated. The academic criteria applicable for the mid-term and quarterly reporting periods (no "C-") will also be the standard of reevaluation. After the grades have been recomputed, any ineligible student meeting the eligibility requirements will be immediately allowed to compete as a team member. If, however, an ineligible student athlete does not reestablish eligibility at the time of the mid-term or quarterly reporting period, that student athlete will be dropped from the team. Furthermore, if a student athlete is declared ineligible in two nonconsecutive mid-term or quarterly reporting periods in any one year, the student will be ineligible for participation in Community Christian School athletic programs for the remainder of the school year.

4.8.5.6. If a student athlete receives a C- in any subject for the fourth quarter, that student will be placed on the ineligibility list until the first mid-term reporting period of the following academic year.

4.8.5.7. In the event a student athlete has met all academic standards, but drops significantly in academic performance, the School Administrator has the authority to immediately place the student athlete on the ineligibility list even if he/she is in no immediate danger of being declared ineligible. The duration of this ineligible status will be determined by the Administrator.

4.8.5.8. Students may not participate in athletic programs if they are on social probation.

4.8.5.9. Students may not participate while suspended from school. After a second suspension, the student will be ineligible for the rest of the school year. A probation plan following suspension from school may result in ineligibility at the discretion of the School Administrator.

4.8.5.10. Any student athlete determined to be ineligible under any terms of this policy may not participate in team practices or dress for games. Additionally, upon regaining eligibility, students must participate in ten practices prior to game participation according to the provisions of section 4.5.

4.5.1.1. Appeals relative to any academic problems/policies should be directed to the Administrator and, if needed, to the Board of Directors.

## **4.9. Facility Care and Treatment**

General oversight and scheduling of all athletic facilities is the responsibility of the school Office Manager.

### *4.9.1. Gymnasium*

4.9.1.1. No street shoes allowed

4.9.1.2. Clean up all liquid spills as soon as possible

4.9.1.3. Sweep before all practices

4.9.1.4. Do not drag tables, chairs, etc., on the floor.

4.9.1.5. Clean up any trash brought in and left.

4.9.1.6. Report any damage or problems to the coach or Office Manager.

### *4.9.2. Lobby and Hall*

4.9.2.1. No athletic play of any kind is allowed in the lobby and hall.

4.9.2.2. No cleats or spikes of any kind are allowed.

4.9.2.3. Extra care should be taken by coaches and students on muddy days to clean shoes prior to entering the building.

#### 4.9.3. *Scorers Table and Scoreboard Controller*

4.9.3.1. The table should be taken from the storage room with care and returned to same location when finished.

4.9.3.2. The score board controller should be taken from the school office with care and returned to same location when finished

#### 4.9.4. *Equipment and Storage Room*

4.9.4.1. This room is off limits to the students unless there is a specific request from a coach and they know exactly what it is and where it is.

4.9.4.2. All equipment must be accounted for and returned when finished, i.e., count the balls when they go out and return the same amount.

#### 4.9.5. *Locker Rooms*

4.9.5.1. The locker room is for all athletes and must be shared with respect shown to all students.

4.9.5.2. Students should do their part in keeping the locker room clean.

4.9.5.3. No play of any kind is allowed in the locker room.

### **4.10. Fund-Raising Projects**

All fund-raiser projects are to be cleared through the School Administrator according to the policy established in the **CCS** Student Handbook.

### **4.11. Handling Problems/Solving Disputes**

4.11 .1. All disputes at Community Christian School, including those related to athletic matters, should be handled in a Biblical manner. In particular, Community Christian School encourages application of the Matthew 18 principle when handling a problem/settling a dispute. This principle, in summary form, encourages the offended party to go directly to the one with whom he/she has a problem.

4.11.2. If the situation is not resolved, the offended is encouraged to seek a solution by speaking to the next person in authority. In simple terms, an athlete or parent should approach the coach first, the Athletic Director second, and, if necessary, take the matter to the Community Christian School Administrator. In the unlikely event an appropriate solution is still not forthcoming, the matter must ultimately be resolved by the Board of Directors.

4.11.3. Organizational Chart\* .See Addendum

**\*It is absolutely necessary that this chain-of-command be followed specifically. If not, the upper level authorities will direct the offended party to solve the problem at the appropriate level.**

### **4.12. Injuries**

All injuries should be treated with caution and handled with care. The parents will be contacted in the event of all serious injuries and consulted with in any decisions made in regard to treatment and rehabilitation.

### **4.13. Inclement Weather**

In the event that school is cancelled due to weather conditions, all games scheduled for that day are also cancelled. There could be a few exceptions to this rule in the event of tournaments or special circumstances. Practices may be called on these days if the weather improves, but all absences will be excused if the parents decide that it is unsafe to travel.

### **4.14. Length of Seasons**

The length of each sport season varies from sport to sport and at different levels of the same sport. The following are the general perimeters of the three seasons.

4.14.1. **Fall Season** First week of August through third week of October

4.14.2. **Winter Season** Third week of October through first week of March

4.14.3. **Spring Season** March 1 through first week of June

### **4.15. Make-Up Work**

Student Athletes may on occasion miss a class for an athletic event or possibly a day for a tournament. When this occurs, all work (tests, quizzes, and homework) must be made up either before leaving or, with the consent of the teacher, at the next class time after returning. All notes and information missed are the responsibility of the student.

4.17. **No Quit Policy**

If you choose to participate on one of the **CCS** athletic teams, it is important that you make a firm commitment to that team. Therefore, quitting a team after beginning the season is strongly discouraged. If any student athlete quits a team after beginning the season, that student athlete is prohibited from participating in another Community Christian School extracurricular activity during the same season. Furthermore, it should be clearly understood that the action of any student athlete quitting a team will be among the criteria considered by coaches of subsequent teams on which a student athlete desires a position. Exceptions may occur if the coach, Administrator, and/or Athletic Director agree it is in the best interest of the student.

#### **4.18. Parent Meetings**

At the beginning of each season, the coaches, Administrator, and Athletic Director will host a meeting with parents to communicate important information about the season and their expectations for the team. During this meeting the administration will be seeking several volunteers to help with a variety of tasks throughout the season. Athletic handbooks and schedules will be handed out at these meetings unless they have already gone home with the students.

#### **4.19. Playing Time Policy**

As a general rule of thumb, athletes participating in Community Christian School athletic activities should play, as a minimum, an average of one-quarter of the contest or should compete in one-quarter of the athletic meets. It is the average concept, not a rigid dictate that each athlete play in every game, that is important. Therefore, it is entirely possible that some athletes may not play in all games

#### **4.20. Sports Surveys**

A primary objective of the athletic department at Community Christian School is to provide meaningful athletic experiences for athletes and their families. To achieve success in meeting this object, it is critical to receive feedback regarding the athletic programs from athletes and their parents. Therefore, a Sports Survey (See sample in Addendum) will be distributed to the families of Community Christian School athletes after the athletic seasons. The information provided on the completed Sports Survey will help the Community Christian School administration make all necessary program, policy, and personnel adjustments. These should be returned as soon as possible.

#### **4.21. Starting a Season Late**

A student may start a season late if the reasons are acceptable to the coach and Athletic Director. If a uniform is available they may be added to the team. No one may be cut to make room for this student. The student must practice a minimum of ten times before he/she can participate in a contest.

#### **4.22. Schedules**

The scheduling of all athletic events and practices is determined by the school Office Manager in cooperation with each coach. The coach will issue a schedule to the students and parents as soon as possible in each season. If practice is understood to be everyday, there may not be a printed practice schedule issued. Athletic contests are rarely scheduled on Mondays and all practices will end no later than 5:30 on each Monday. On occasion, an athletic event may be scheduled on a day or weekend when school is out on vacation. When this is determined to be necessary, the dates will be given out as far ahead as possible and all athletes are expected to be in attendance. Additionally, game and practice schedules will typically be listed in "The Call". In the event of a last minute modification to the schedule, a call tree should be initiated by each coach to notify all student athletes and their parents/guardians of the change.

Please make it a regular habit to check the CCS website at [www.ccsrichmond.com](http://www.ccsrichmond.com) for upto-date information regarding the CCS Sports Program.

#### **4.23. Team Pictures**

A professional photographer will take team and individual pictures early in each season. These pictures are purchased by the students and must be pre-paid in envelopes provided to the students about a week prior to the picture day. Any problems or mistakes with the orders should be reported to the Office Manager

#### **4.24. Team Rosters**

All coaches must submit a team roster with Name, Grade, and Number (if a Number is on the uniform). Basketball teams should include height, weight (boys only), and position. These rosters are due during the second week of the season.

#### **4.25. Transportation**

Community Christian School relies solely upon the parents to transport CCS teams to and from athletic events using the parents automobiles. All students must be in a seat belt when being transported to CCS athletic activities. (Coaches will be responsible to make sure all students are picked up.)

Students may be released to their parents with verbal consent after a contest.

#### **4.26. Uniforms**

All uniforms/sweats are provided by and remain the property of Community Christian School. Students need to take appropriate care of assigned uniforms and return them at the conclusion of the season. Shoes, socks, and other personal accessories will be purchased by the student. Uniform items purchased by the student will generally remain the property of the student. New uniform purchases are scheduled through the Athletic Director.

## **5. ADDENDUM**