

Pella Christian Grade School

ATHLETICS HANDBOOK

“...challenging students to develop their individual God-given gifts for a life of service in God’s kingdom.”

Adopted: 2010

Date for next revision: 2015

STATEMENT OF PHILOSOPHY FOR COACHES

1. The philosophy of the sports program at PCGS is to recognize each student as God's image bearer and help develop the physical, social, emotional, intellectual and spiritual potential of each participant.
2. To provide coaches with an opportunity to testify and witness to the Lordship of Jesus Christ through coaching athletes in all sports programs at PCGS. (**Matthew 28:19-20**)
3. To provide coaches with an opportunity to apply biblical principles and develop character qualities of Christ in their personal lives through coaching. (**Philippians 2:5, Romans 8:29, Galatians 6:9**)
4. To honor God through excellence in skill development, teamwork by challenging students to develop their individual God-given gifts in athletics.
5. To provide coaches a means to unify the student body and promote school spirit in a Christ-like manner.
6. To promote Pella Christian Grade School in a positive and Christ-like manner through a successful athletic program that supports the quality education program and other extra curricular activities. (**Colossians 3:23**)

CHAIN OF COMMAND

Coaches must adhere to policies and guidelines set by the following positions: A.D., Principal, Executive Committee and School Board. Any fundraising, purchases, and special events a coach would want to do must go through these channels. All purchases above and beyond the budget must have approval from the Principal.

SPORTS OFFERED AT PCGS

Junior high girls' sports include soccer, basketball, volleyball, softball and track. Junior high boys' sports include basketball, soccer, and track. Pella Christian High School also offers a football program for 7th and 8th grade students. Eighth graders are also eligible to play high school baseball/softball, but may not play a scheduled baseball contest until after eighth grade promotion. An eighth grade athlete may practice with the high school baseball team prior to eighth grade promotion.

Students may participate on a non-PCGS team at any time. However, when a PCGS team is in season, the PCGS team will always take priority over the non-PCGS team. If a student misses a PCGS athletic event for a non-PCGS athletic event, the following penalties would be administered. The first absence the student will miss half of the next competitive event (example: one volleyball game, half of a basketball game, half of soccer, and fifty percent of the track events not to exceed one meet). The second absence the student will miss the next full volleyball match, soccer or basketball game, or track meet. The third absence the student will be dismissed from the PCGS team.

ATHLETIC FEES

There will be a sports fee assessed for each sport. These fees help pay for officials, tournament fees and registration fees for track meets. This fee must be paid before the student plays the first game. Parents get in free for home games. Fees are billed to the student's account and are only refunded if an athlete quits before the first game.

PHYSICALS

Each student must have an updated physical annually prior to participating in the first practice or game. Each student must have all fees and forms in prior to participating in the first game.

UNIFORMS

Shorts are available from the school for all sports. Shirts are to be purchased by incoming 7th graders to be used as their sports uniform. The shirt may be purchased from the P.E. office for \$10.00. If you plan to use a shirt that belonged to someone else, permission must be received from the A.D. to avoid two or more players with the same number. These shirts are to be worn as uniforms only, not worn around town or at school without coaches' permission.

STUDENT ABSENCE POLICY

When an athlete is absent from school more than half a day due to illness or injury, he/she may not participate in any extra-curricular activity that day. This is done primarily as a safety factor for the athlete as well as the school. Pre-approval by the Principal is an exception. The general procedure to be followed is:

1. If an athlete is absent or misses more than half of the school day, he/she must get written permission from the Principal to participate in the activity. A note from home is not sufficient to permit participation.
2. It remains the responsibility for the individual athlete to present written evidence of mitigating circumstances, which justify such a request. Failure to do so means that the athlete cannot participate in the specific athletic activity on that day.
3. The A.D. will notify the coach of students who will not be able to play due to an absence.
4. Coaches will notify all athletes of this policy at the start of the season.

GOALS

1. To allow further development of skills with interscholastic competition. Therefore, a "no-cut policy" is implemented except in extreme cases where there are undoubtedly too many students to allow adequate playing time. Administration will make this decision. This program provides the opportunity for the students to interact socially and competitively with athletes from other schools. It is also our prayer that the students will gain an understanding of a team concept and learn to recognize the difference in abilities of peers by accepting those who are starters and those who gain more playing time.

2. To enhance communication between coaches and the A.D. at Pella Christian Grade School:
 - Problems that develop between coaches should be resolved in a private, professional manner according to the Matthew 18 principle. If the differences persist, the problem should be presented to the A.D. for clarification and/or settlement. In extreme circumstances, the A.D. or coach may request a meeting with the Principal. If this occurs, the meeting will include the coach, A.D. and Principal.
3. To enhance communication between the athletic program and the scholastic program at Pella Christian Grade School:
 - Coaches will be aware of the student athletes' grades during the sports season.
 - Coaches will inform student athletes of the school's policies regulating eligibility.
 - Coaches will stress the importance of a winning attitude for academics as well as athletes.
 - Coaches will communicate with parents if grades become a problem with an athlete. The A.D. will communicate with coaches. The Principal will communicate with the A.D.
 - Coaches will stress academics before athletics as part of every sports program.
 - Coaches will communicate directly with teachers and A.D. if classroom problems exist with an athlete.
4. To enhance communication between coaches and student athletes:
 - Coaches will make student athletes aware of team rules.
 - Coaches will actively encourage all athletes to participate in a number of other activities.
 - Coaches will stress the importance of the student athletes' role model status with the community, school and peers.
 - Coaches will inform all student athletes of the necessity for a physical and insurance protection before the season begins.
 - Coaches will provide a climate that is comfortable and safe for all student athletes.
 - Coaches will nurture a caring attitude between themselves and the student athlete. Corinthians 13:13 "And the greatest of these is love."
5. To enhance communication between coaches and Pella Christian Grade athletes' parents:
 - Coaches will be required to hold a pre-season meeting for athletes' parents where team goals and expectations should be stated.
6. To enhance communication between coaches and the Pella Christian Grade administration:
 - The A.D. will challenge head coaches to set goals for the season at the beginning of each season. Goals should be centered on skill development, character development and overall team improvement. The main goal should always be for the student athletes to enjoy the sport more at the end of the season than before the season begins.
 - Coaches will inform the appropriate administrator of all practices, events, and activities.

- If coaches change practice schedules, please inform the office so that they are aware of changes if parent call.
- The A.D. will evaluate head coaches and review that evaluation at the end of the season. This post-season meeting should also include a review of the goals set forth at the beginning of the season and will provide an opportunity to mutually determine ways to improve the program for the next season.

CODE OF ETHICS

In their relationships with players under their care, coaches should always be aware of the tremendous influence they wield for good and evil. Coaches, through their example, must always be sure that the students who have played under them are finer for having done so. Coaches should never place the value of a win above that of instilling the highest desirable ideals and character traits in the players. The safety and welfare of players should be uppermost in a coach's mind, and these factors must never be sacrificed for any personal prestige or selfish glory. Young people in the community view coaches as models to be emulated. The actions and behavior of coaches should bring credit to the coaching professional and honor and glory to Jesus Christ.

Opposing coaches should be treated courteously and as guests of the school. Winning coaches should do all in their power to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact. Officials can make mistakes, but their efforts to contribute to the education of young people through sports should be recognized and supported.

FANS AND SPORTSMANSHIP

A constant challenge to athletics is sportsmanship. "The ends justify the means" philosophy, a common example of misplaced values, has no place in the school athletic program. But as long as there exists within all of us that human desire to win, we must be concerned in the area of sportsmanship. The desire to win is not bad by any means; on the contrary, it is good. It is the proper attitude for approaching any challenge. To do otherwise would be to vote for failure instead of success. But while desire to win must not be stifled, the quest to win must be honorable, and in athletics, the quest must be with the vivid realization that somebody is not going to win.

In the interest of good sportsmanship and positive Christian testimony, we ask each of our fans, coaches, and players to observe the following:

- Please encourage one another. (Your team, the opponent and the officials)
Hebrews 3:13
- Show proper respect to the players on both teams. Remember that each one of them is someone's son or daughter.
- Show proper respect for the visiting crowd. Treat them just as you would like to be treated in their gym or at their field.
- Show proper respect for officials and to their legitimate position of authority over the game.

- Remember that the other team’s players, coaches, and fans are not our enemies. They are merely our opponents in a game.
- Please do not show a negative reaction to an official’s decision or to a player’s performance.
- We all need to remember that the Lord sees our actions and knows our thoughts and intents of our hearts.

If there is something being done in the stands or on the sidelines that is inappropriate and disrespectful of the contestants or the fans from the other school, then we will stop the game until the situation has been resolved.

POLICIES

PARENT-COACH RELATIONSHIPS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the others and provide greater benefits to the student. As parents, when your children become involved in our programs, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.

Procedure Parent Should Use to Bring Concern to Coach

1. Call to set up an appointment with the coach.
2. Please do NOT confront a coach before or after a contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not usually promote resolution.

Procedure Parent Should Use if Meeting with Coach did not Provide Satisfactory Resolution

1. Call and set up an appointment with the AD to discuss the situation.
2. Appropriate next steps will be determined at this meeting.

ELIGIBILITY

See PCGS Parent Handbook.

HOLIDAY PRACTICES

Practice schedules during holiday periods are to be filed with the Gymnasium Coordinator. Coaches are responsible for locking the gymnasium at the conclusion of practice. Players are not to be in the gymnasium without supervision by a coach.

SCHEDULING

The A.D. schedules all school athletic events. No coach is to schedule an athletic contest without prior approval of the A.D. The A.D. should schedule the maximum amount of games for each sport. If this does not happen, a clear explanation should be submitted to the Principal, coaches and parents. The A.D. schedules a rough draft of the practice schedule, yet coaches can make adjustments at their discretion once they are hired. When practice times are not available, the A.D. will clearly communicate why the practice time

is not available to coaches and parents. Factors governing scheduling shall include time, money, travel, and facility availability. Athletic events and practice schedules will be sent home with athletes four weeks prior to the first athletic contest in any sport. Schedules are subject to change from time to time and every effort will be made to inform athletes and parents of changes as soon as possible.

GAMES/SCRIMMAGES

All games are set by the A.D. and may be changed with a legitimate recommendation by the coach. Coaches may schedule scrimmages, but must check with the A.D. and Gymnasium Coordinator to see if the facilities will be available. If you need chalk, paint, or any other items that need purchasing, please contact the A.D. If the A.D. will not be attending a home contest, please set up chairs, bleachers, and score tables. The A.D. will consistently make a good faith effort to schedule the maximum amount of games/scrimmages (as dictated by the rules of the Iowa Athletic Union) in order to maximize opportunity for skill development. The A.D. has permission from administration to count some games as scrimmages. A scrimmage is when both teams agree not to keep score on the scoreboard. The A.D. can hire officials at his/her discretion for scrimmages.

PLAYING TIME

It is recommended that 7th and 8th grade athletes compete in at least one fourth of each contest in which they are eligible. 7th grade playing time will be based more on participation than skill level. 8th grade playing time will be based on interest level, skill level and work ethic of the student athlete. In both 7th and 8th grade contests, the coaches discretion will be trusted if someone does not receive as much playing time as others on the team. Coaches should be prepared to have an answer for the parents if asked “why” their child only played a certain amount of minutes.

PRACTICES

Practices for students participating in athletics and other school-sponsored activities may be scheduled between 7:00 a.m. and 6:15 p.m., Monday through Friday, with Wednesday afternoon practices scheduled subject to administrative approval and concluding by 5:00 p.m. A coach may schedule up to two Saturday practices a month with no mandatory attendance. There is to be no practice in our facilities on Sunday (Exodus 20:8).

Practices are a priority and are required. Coaches need the time with athletes to prepare them for competition. Appointments, lessons, and other events that take away from practice time are strongly discouraged and subject to disciplinary action by the coaching staff. Coaches should have a written policy in which they can show parents as to their procedure on athletes missing practice. Athletes are not to remain in the building after the coach leaves (fifteen minutes after scheduled practice ends).

KEYS TO FACILITIES

Do not loan your keys to student athletes or their parents.

VOLUNTEER COACHES

The Education Committee empowers the head coach to recruit volunteer coaches. Head coaches are asked to approve volunteer coaches with the A.D. to ensure smooth operations of the sport. The head coaches are then responsible for making sure the volunteer coaches stay within the boundaries of the athletic handbook.

PARENTS

A pre-season meeting to address coaching philosophy, expectations, and practice times is required. Parents are never informed enough and usually have more than one child to cart to and from. Get as much information in writing to your players' parents to help them with organization and scheduling. Schedules, practice schedules, departure and return times, are helpful for our parents. If a parent accuses you of something and wants to argue with you over an issue, please inform the A.D. and schedule a meeting. Remember to speak the truth in love and consider what they say before getting in a heated argument. If a parent wants to know why their child is not getting playing time, have an honest answer for them.

EVALUATION

The A.D. will evaluate each coach throughout the season. If coaches have concerns about parents, players, or opposing teams, please talk with the A.D.

CARE OF EQUIPMENT

Requests for athletic equipment to be purchased for each sport shall be made by the A.D. Equipment lost by an athlete must be paid for by the athlete. Any loss of equipment should be reported to the coach immediately. Players are not to exchange equipment. If necessary, any changes should be taken care of through the coach. Coaches will be responsible for equipment used by their athletes.

Coaches are to keep accurate records on the distribution of equipment checked in by each athlete at the end of the season. If possible, identification marks or numbers are to be attached to all equipment to facilitate accurate record keeping.

EQUIPMENT RETURN POLICY

Equipment not returned at the end of the season will be handled in the following way:

1. If the equipment has not been returned after one week, the coach will personally contact the athlete and be responsible for collecting the equipment or money.
2. The A.D. will instruct the office to bill the family the value of the missing equipment.

It is important to immediately collect equipment from the athlete who quits before the end of the season.

Equipment should be collected the last day of practice or at the completion of the last contest.

FACILITIES

The A.D. is responsible of setting up and tearing down for athletic events (chairs put away, locker room is picked up, etc.) The A.D. may delegate these responsibilities to coaches.

If a coach would like to use these buildings beyond their practice or game times, they must get approval from the Gym Coordinator, who will check on the availability of the facilities. Our gym is to have every door checked and all lights turned off when coach is the last one having practice. No open containers (cups) of water are allowed in the gym. If another team is waiting to practice, make sure all water bottles, towels, and shoes are picked up. Locker rooms are to be cleaned by the coach and team after every use. Please do not leave ice bags and tape on the floors, chairs, and tables. Equipment is to be taken care of and left in good condition. Please put all balls away after practices and games. Volleyball nets should be loosened after every use on the volleyball court. Treat all equipment as though you own it and do not be afraid to discipline those who abuse it. Our gym is rented to groups who want to use it for recreation and games. Please remember to be good stewards of our facilities. Please throw any cups, tape, and pre-wrap away. Leave the facility better than you found it.

We may have conflicts that are unexpected, so be flexible. The gym will be used as a classroom, chapel, and auditorium.

INJURIES

All injuries must be reported to the coach so that proper aid may be given. The coach is to be informed of any allergies or other ailments that require special attention. If an athlete gets hurt during practice, call a parent as soon as possible.

TRANSPORTATION POLICY

BUS AND TRANSPORTATION RESPONSIBILITIES

A coach or parent representative of the team must be present on the bus with the team on all trips. Students may only ride home from the games with a parent, who must sign them out on the waiver on the bus. Coaches must clean the bus and look for items left on the bus by students once they arrive back from the contest. Coaches must also wait with the athletes until everyone on their team has been given a ride home. **DO NOT** leave a student left alone for any reason. With the use of cell phone, we are able to communicate to parents faster so no one should have to wait very long.

COACHES ATTENDANCE

If a coach is ill, please contact the office and/or the A.D. The office needs to know if you will still be having practice or if you have a suitable person taking your duties. If a coach has a long-term illness, needs time for bereavement, or has a situation come up that requires time away from your coaching responsibilities, please contact the A.D. so that we can find alternative plans.

AAU GYM RENTAL POLICY

At Pella Christian Grade School, we realize that one of our best resources is our gymnasium. Thank you for your partnership as we keep this a safe, clean, and free environment for our families.

AAU Coaches agree to:

1. Schedule all gym reservations through the AAU coordinator. This person will maintain contact with the office on other rentals and school activities. School events always take priority and may cause scheduled nonschool events to be shortened or canceled. Priority will also be given to full paid rentals.
2. Replace any damage that occurs because of carelessness or negligent behavior.
3. A coach or a parent will provide supervision at all times. This supervisor will be present when the facilities open and will remain until last child is picked up.
4. Use only the area of the gym and locker rooms. The stage is off limits. Storage of any kind will not be permitted.
5. Usage does not exceed two hours. A fee may be charged over the basic rental cost for longer rentals.
6. To be eligible for a discounted rate, at least 75% of the team members must be enrolled at Pella Christian Grade School. The coach may list the team roster on the bottom or the back of this sheet, or staple to this form.
7. Scrimmages are allowed against other teams; however the door still needs to stay locked.
8. It is important to cancel your scheduled gym time if you no longer need it. If you do not cancel your gym time by calling the AAU coordinator, you will be assessed a \$15.00 fee (bad weather is an exception).
9. Please contact the head of maintenance or the principal if something sticky is spilled or if something is damaged.
10. AAU coaches are responsible for scheduling, picking up a key, locking up, leaving the key in the designated spot, sweeping the gym floor, cleaning up all of the dust after sweeping up the floor, cleaning up all of the bottles/clothing, and turning off the lights. A coach or a parent must pick up keys.
11. Under no circumstances are coaches/players/parents allowed to prop open a door or unlock a door.
12. Please do not adjust the heat/air controls unless it is unreasonably hot or cold. We ask our school coaches to keep the heat at 60 degrees during the winter.
13. Please do not use school equipment for AAU practice. This includes equipment from individual classrooms.

Rental options:

1. Pay the regular rate and have custodial services provided.
2. Agree to these terms, and use the gym for free. If not left properly, a fee of \$15.00 will be charged for the first offense, and full rental of \$32.50 for additional offenses. If a door is propped open or unlocked at any time, the AAU coach will be assessed a \$15.00 charge.

*NOTE: The policy of "free rental" will be continually reviewed and may be stopped immediately. There will be no free rentals offered in June, July, or August.

Signature: _____

Printed Name: _____ Date : _____

Contact Information in case you are assessed a \$15.00 charge: _____

Approved: December 2001

Revised: December 2009

CONCLUDING STATEMENT

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after grade school. We hope this information makes both your child's and your experiences with the Pella Christian athletic programs less stressful and more enjoyable.