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# BIBLICAL STANDARDS

## RESPECT

- Respect for authority must always be shown. Nonverbal communication and verbal communication are equally important. Coaches, players, and fans should be respectful at all games, practices, and other athletic events.
- Respect for standards and beliefs of others will be maintained. Whenever possible, respect the differences among fellow Christians so as not to cause offense.
- Respect and proper care for others' property will be emphasized. Locker rooms of the schools we visit should never be damaged. In case of an inadvertent accident, full reimbursement will be accomplished quickly and graciously. All personnel are expected to clean up before leaving any athletic facilities.

## ATTITUDE

- Gripping is a sin and will not be tolerated. Athletes should submit to the authority of the referees. Once an agreement is made to play at a given field or court, no griping is allowed. If and when an agreement is made and if the event is not cancelled with correct and due notice, griping from a staff member, a player, or a fan will not be tolerated. In the future, a decision may be made to not play at a location or with certain referees or with a certain school.
- Players who do not exhibit a proper Christian attitude will be reprimanded. Disciplinary consequences may include benching, suspension, removal from the team, and/or expulsion.
- Parents and fans who do not exhibit a proper respectful attitude may be asked to leave the event and/or be banned from future events.

## CHARACTER

- A player will never be allowed to risk bodily injury to an opponent. Winning is never so important as to do something that would risk injury to another player.
- No coach will ever encourage or teach ways to circumvent, bend, or break the rules.

# RESPONSIBILITIES

## THE ADMINISTRATOR

The administrator will have general local control over all interscholastic athletic relations and athletic contests in which the school participates.

The administrator will help support the athletic program as follows:

- Sanction all contests in which the school participates.
- Exclude any contestant who, because of unacceptable habits or improper conduct, would not represent the school in a becoming manner.
- Exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by his physician.
- Be responsible for the proper treatment of all visitors and officials attending contests conducted by the school. The administrator or a designated officer will be present. The designated officer

must have an objective, fair-minded view of our sports program. The school administration is responsible for every action of every employee, player and fan. This designated officer must have sufficient leadership and authority to call down any offending person.

- Require written permission from the parents or legal guardians of students before permitting them to practice for interschool competition.
- Require physical examination by a medical doctor and accident insurance coverage for all athletes. These records will be kept on file for a period of at least three years.
- Aid in budgeting for funding of the athletic program.
- Work with the athletic director to procure coaches for the athletic teams.

## THE ATHLETIC DIRECTORS

The athletic director is the executive officer and resource person for the school in the area of athletics. He will attempt to build an athletic program based on sound educational objectives. It is essential for him to cooperate with the administrator of the school. The administrator must always be informed on all athletic activities that affect the school.

The responsibilities of the athletic directors are as follows:

- Attend all meetings involving the school in the area of athletics or appoint a representative to act in his stead.
- Attend home games and tournaments in which the school is involved. In conjunction with administration, he may appoint a representative to cover events when not in attendance.
- Follow up with the school nurse on any reported head injuries immediately and again on the following day and update the player's coach the day after an injury of their eligibility. Update the Administrator with all the current information regarding the player's injury.
- Make sure all preliminary arrangements for all home games are completed.
- Arrange for officials to be assigned for athletic contests.
- Arrange for all athletic transportation.
- Help in the procurement of coaches. He will submit to the school administrator a list of coaches and their coaching responsibilities at the beginning of each school year and keep the list updated during the year.
- Follow up with all coaches regarding coaching responsibilities.
- Oversee general coaching.
- In cooperation with the coach, he will plan the schedules for each athletic activity and issue a printed game schedule.
- Schedule practice areas for activities occurring at the same time.
- Aid the administrator in the development of an annual budget for the athletic department.
- Be responsible for all necessary athletic documents. Sign and date them.
- Keep an accurate inventory of all athletic equipment.
- Order new equipment with prior approval of the school administrator.
- File and maintain access to all contracts and all other correspondence pertaining to athletics.
- File a record of proof of age of each candidate for each athletic activity.
- Supply appropriate forms for the physical examination of each candidate for each athletic activity.
- Verify with the school nurse that each athlete who participates in the interscholastic athletic program has a sports physical examination on file.
- Check the scholastic standing of any student before the latter is permitted to play in an interschool game or meet.
- Report to players and coaches a list of any player who is ineligible.

- Submit a list of athletes playing the current sport to Miss Hahn for billing and to Mrs. Shutt to register families on the Remind text line by the end of the first week of the current season.
- Oversee general player conduct.
- Be responsible for developing and implementing rules and regulations governing the receiving of visiting teams.
- Keep a record of the results of all games and tournaments in which the school is involved.
- Supply each season's results to the yearbook committee.
- Establish, review, and implement a set of operational guidelines in cooperation with the coaching staff.
- With the administration, establish rules governing awards.
- Interpret the conference, state, and national athletic association rules and regulations.
- Supervise the arrangements for cleaning, repairing, and maintaining all uniforms and equipment.
- Stimulate interest in students and adults in the CCS Athletic Program.
- Coordinate pep rallies with the cheerleading coaches.
- Send out weekly reminders and updates on the practice and game schedules for each week.

## THE COACH

The coach of an individual sports activity must realize that any sport sponsored by the school is a part of the curriculum offered by the school. Those in charge of such activities must utilize educational principles and educational aims if athletics are to be a worthwhile part of the overall school program.

The responsibilities of a coach are as follows:

- Attend the coach's meeting in August.
- Coaches must be aware of the Concussion Policy as listed below and enforce it. Coaches must report any head injuries to the school nurse and to the athletic director immediately.
- The school reserves the right to request physician documentation following a concussion or significant head injury before the student may return to physical activities.
- Gather and keep an informational list of players (names, phone numbers, parent phone numbers, email).
- Work at building character and spiritual values in the lives of the student athletes.
- Decide the roster of the team utilizing the eligibility rules of Carroll Christian Schools.
- Take initial action in matters pertaining to coaching and athletic discipline.
- Be responsible for the selection or election of a team captain.
- Be present at each practice session and at all contests of the sport that is coached. This includes supervision at all times of the locker/shower area until the area is secured (both at the opening and closing of each session).
- Coaches must be present after the conclusion of the practice or game until all students have been picked up by parents.
- Submit a team list to the athletic director for eligibility certification at least one week prior to the first contest.
- Attend athletic meetings when requested to do so.
- Be responsible for verifying with the school nurse that a record of physical examination is in place for each squad member prior to the first practice.
- Submit any parental permission forms to the athletic director.
- Be responsible for the distribution and collection of the school's athletic equipment before, during, and immediately after the end of the season of the sport coached.

- Be responsible for all team equipment during the season in which he/she coaches.
- Be responsible for team members at contests when at home or on a road trip. Including vans and buses while in restaurants.
- Promote good sportsmanship throughout the team. The coach who acts inappropriately toward officials during or after games will be suspended or dismissed.
- Ensure opposing team facilities are clean prior to leaving their premises.
- Express gratitude to referees after each game and encourage players to do the same.
- Uphold all policies with all students.
- Send all home and away results to the athletic director at the conclusion of the game.
- Send all home and away results to Mr. Reisberg at the conclusion of the game so that “Remind” text updates may be sent as well as an ETA for away games.
- Call in the game scores to the local newspapers when necessary.
- Plan with the athletic director for practice games or scrimmages.
- Keep aware of rule changes, trends, and recommendations that affect the sport in which he/she works.
- Inform the athletic director of rule changes, trends, and recommendations that will affect games and contests.
- Submit an inventory of all athletic equipment pertaining to the sport that is coached at the end of the season along with a list of equipment in need of repair or replacement
- Make sure that the facility and equipment are safe and that safety procedures are taught and followed in all areas.
- Meet with parents of members of their team at the beginning of each season as required by administration.
- Fill out grading sheet for all members of the Varsity and JV teams to provide high school P.E. credit.
- Notify players and parents of schedule time or location changes (practices, games, etc.)

## THE PARENTS

Parents are encouraged to attend games and athletic events. At CCS, the goal is to partner with the parents throughout their children’s time at CCS.

Parents should follow these guidelines:

- Parents are expected to conduct themselves in a Christ-like manner at all events. Our testimony is more important than winning. Parents should not yell at officials or the other team’s coaches, players, or fans.
- Parents are expected to support the coaches and allow them to coach.
- Parents are expected to cheer for and encourage all members of the team and refrain from critical comments.
- Parents are expected to keep the area around their seats clean whether at home or away.
- Parents who are not officially on the coaching staff should not be attempting to coach their child or other players.
- Parents must be responsible for their younger children. Children should not be running through the building unsupervised.
- Parents should not approach referees about issues from a game.
- CCS reserves the right at any athletic event to eject any fan who conducts himself in a disrespectful fashion that would affect the testimony of our school.

Parental responsibilities:

At home games, each family is expected to have at least one family member help during games whether at the admissions table, scoreboard, or concessions for a minimum of two (2) games in the fall and spring sports seasons or at least three (3) games in the winter sports season. ***If a family cannot help in this way for some reason, a \$50 donation to the CCS Athletic Program will be applied to your bill through FACTS at the end of each season.*** The sale of concessions helps to cover the athletic costs and to help keep our fees as affordable as possible. Parental help in the various areas helps spread the workload. A Sign-Up Genius email will be used to fill the schedule.

So that parents may watch their children's games, serving in the concessions for a different team is encouraged. A varsity player's parent may choose to sign up and serve during middle school games, for example.

## ELIGIBILITY

Administrative regulation regarding eligibility for high school extracurricular areas is divided into three areas: Academic, Conduct, and Attendance. Extracurricular activities include interscholastic sports.

### ACADEMIC ELIGIBILITY

#### RATIONALE:

Scholarship and achievement are recognized as essential to a quality educational opportunity and to the success of students. Academic eligibility is intended to serve as a motivational factor for students to be successful learners. A student's first obligation is to perform satisfactorily in the academic setting. Participation in extracurricular activities is a student privilege, not a student right.

Any student who is academically ineligible and participates in an athletic activity will cause his/her team to forfeit that contest and jeopardizes the coach's and student's position on the team.

#### DEFINITIONS:

- Eligibility – meets criteria to participate
- Ineligible – does not meet criteria to participate
- Marking period – a period of time approximately nine school weeks in length
- Progress report – a formal grade report issued by the school in the middle of each grading period
- Report card – a formal grade report issued by the school at the end of each grading period
- Full-time student – a student enrolled for five or more class periods/day with a minimum of four class periods for credit

#### ACADEMIC ELIGIBILITY POLICIES:

- To be considered eligible, all students must be enrolled as full-time students, HOPE students, or given special exception by administration.
- Transfer students must meet the same academic eligibility requirements as all other students enrolled in Carroll Christian Schools.
- Academic evaluations for CCS students will be held every 4½ weeks to determine eligibility.
- All students participating in athletics must maintain at least a C- average (70% overall average) with no more than two D's and no F's in all major subjects in that 4½-week grading period.

- Students who fall below the overall C- grade level at the 4½-week point while participating in a sport will be dropped from the team for a two-week probationary period. At the end of the two weeks, grades will be checked again. If they are still ineligible, they will remain ineligible until the next 4½-week evaluation (report card distribution). A student who is ineligible after the second 4½-week evaluation (report card distribution) will be ineligible until the next 4½ week evaluation (progress report distribution).
- A student who is unprepared for class three times during a grading period will become ineligible. Students will not be allowed to practice or attend games until the work is completed.
- Students who fail a subject must immediately see the teacher for help in the failing subject in order to return to the team at the next eligibility check.
- Parents may voluntarily remove a student from a team or student office due to grades. If this is done, permission to play again will need to be granted by school administration.
- Students may also be considered ineligible for discipline reasons regardless of academic standings.
- Students who are ineligible may not practice with the team, sit with the team during a game, or go with the team on an away game.
- Students with an incomplete grade at the time of the 4½-week evaluation are considered ineligible unless extenuating circumstances have occurred, and administration has approved.
- Students who are ineligible at the start of a sports season may be allowed to attend the one-week tryouts and then will continue to be ineligible.
- Students with a failing final average for a class will be ineligible at the beginning of the fall sports season. They will be allowed to practice until the first day of school. Those students' grades will be checked after three weeks and eligibility will be re-determined by the Athletic Director.
- Ineligible students may be given permission from the administrator to practice over the summer or over Christmas break.

#### PROCEDURES:

The athletic director will:

- Determine the enrollment status during the grading period in which a student is participating in the extracurricular activity.
- Determine the overall grade earned by students as outlined in the eligibility policies at each 4½ week evaluation.
- Generate an "Ineligible List" for use by coaches and extracurricular activities advisors.
- Determine the status of students who have received incompletes after the start of the new grading period.

#### RESTRICTIONS:

- A student may not travel with a group/team for any extracurricular activity.
- A student may not practice with a group/team for any extracurricular activity until the distribution of a progress report/report card which meets eligibility requirements.
- A student may not participate in tryouts for more than a week.

### ATTENDANCE ELIGIBILITY

#### RATIONALE:

Student attendance is a significant factor in the successful completion of course requirements. While student growth is greatly enhanced through participation in extracurricular activities, student performance and achievement in the classroom are of primary concern.



## REGULATIONS:

### ATTENDANCE:

Please be sure you read the CCS attendance policy in the Parent/Student handbook for the current year to familiarize yourself with the attendance regulations for our school.

- Students must have a sports physical on file in the school office prior to participation including tryouts and practices.
- In cases where tryouts are held, students must demonstrate to the coach's satisfaction a certain level of skill, hustle, attitude, respect, and cooperation. Decisions of the coaches are final.
- Students must abide by the specific team rules of each individual coach.
- The commitment to play on a team includes the commitment to attend all practices and play in all games, including those few that may be held on Saturdays or during a holiday break.
- A student may not participate or practice in an extracurricular activity unless the student was in school for a full day (8:00-3:10) on the day of the activity.
- Students are expected to be in school for a full day (8:00-3:10) on the next school day following the extracurricular activity. If a student does not attend, he forfeits his opportunity to participate in the next game.
- Students who participate on sports teams outside of CCS are expected to meet the same guidelines as our athletes. That means that they must be present a full day of school (until the approved dismissal time) on the day of a game and they must be present for a full day on the day after a game. For example: If a student has a weekend game, they are expected to be in school on Monday 8:00-3:10. If players on teams outside of CCS are not here the full day, it will be counted as unexcused and they will be in jeopardy of not being given permission to go to the tournament the next time. CCS is an educational institution. We realize that extra-curricular activities are important. However, they are "extra-curricular". That means that being in school as much as possible is a high priority and a greater priority than the "extra".
- Exceptions to these attendance requirements for an excused reason (doctor's appointment with a doctor's note) will be determined by the administration or designee. A student is expected to be in school for at least four full class periods to participate that day. Rare exceptions may be granted by the administration or athletic director.
- Students will participate in all normal school activities during the day of a game. A student not participating in physical education cannot participate in practice or a game that day.
- **Any student serving a detention is ineligible to participate in all athletic events that day. Any student who serves a suspension will miss the next 2 games regardless of the day they serve the suspension.**
- If an athlete is aware that they will miss a game for academic reasons, please notify the coach at least 24 hours in advance, if possible.

### QUITTING:

- One's character is not built by quitting.
- A student may drop off the team anytime within the first three practices. Once a person has decided to become a team player, he/she should not even consider the word "quit."
- Parents who insist on allowing their student to quit the team without administrative consent automatically make their student ineligible to participate in his/her next chosen sport. Permission to play again will be granted by school authorities.

- Sports fees will not be refunded to parents of players who quit or stop playing for any reason after the first 4 weeks of practice.

#### PRACTICES/GAMES:

- Players must be at every practice unless they are excused for one of the following reasons: doctor/dental appointment, personal sickness, bereavement.
- A note from a parent must be sent for an absence to be considered excused.
- If an individual has two unexcused absences (any reason except those listed above), he will be suspended from the next game. The individual will still dress out. If an individual misses one practice for an unexcused absence, the coach will use his/her own judgment and discretion regarding playing time (if any) in the next game.
- Three unexcused absences may result in being off the team for the remaining portion of the season. Participation in other CCS team sports may also be restricted.
- Missing practice due to serving a detention is regarded as an unexcused absence.
- All players must be on time for practice unless preapproved by the coach to receive academic help.
- Any student with two detentions in a single calendar month may be suspended from the next game.
- A player who serves a one-day school suspension may be suspended from the next two games. A two-day school suspension will mean a loss of four games. A three-day suspension means loss of all extracurricular activities. The player will not be allowed to practice during the duration of games missed.

## CONDUCT ELIGIBILITY

### RATIONALE:

Participation in extracurricular activities provides students with beneficial opportunities for personal growth and achievement. Those students involved in extracurricular activities comprise much of the visible student leadership in a school. Their visibility projects an image of the school to the community. Participants serve as an example to younger students.

Participation in extracurricular activities, public performances, or holding student leadership positions is regarded as a privilege. Students chosen for participation are subject to reasonable rules of conduct and training.

Any student who has been declared conduct ineligible by the administration and participates in a contest/activity will be suspended for the length of time determined by the administration and athletic director.

### DISCIPLINARY REGULATIONS:

- Students who participate in athletics represent CCS in a very visible fashion. This demands that participants have and maintain a reasonable Christian testimony at all times, and this includes behavior during an athletic event. Outbursts of temper, foul language, or any other unsportsman-like conduct will not be tolerated.
- Any student who does not complete the season due to loss of eligibility will forfeit his/her right to any awards he/she would have otherwise earned during that season.

- Violations of the disciplinary regulations, including rules outlined in the Student/Parent Handbook, or behavior which is disruptive and detrimental to the operation of the school or the extracurricular activity by a participant or a spectator will result in disciplinary action commensurate with the seriousness of the offense and may range from a reprimand to permanent exclusion from the activity.
- Additional training rules and/or other regulations may be required by the athletic director, coach, or advisor with final approval by the school administration.
- Students may be removed from leadership roles such as class officers or team captains for misconduct including violation of disciplinary regulations. These decisions will be made by the administration with the appropriate involvement of the coach or advisor.

## OPERATIONAL GUIDELINES

### ASSISTANT COACHES

All suggested assistant coaches must be cleared by the athletic director and the administrator before they are asked to help.

### CAPTAINS

Before announcing team captains, the names must be submitted to the athletic director and administration for approval.

### CHEERLEADER POLICIES

- The athletic director will determine the home and away games in which the cheerleaders will participate.
- Cheerleaders will travel with the school's team or spectator bus when possible.
- Cheerleaders will perform pyramids only two levels high.
- When using banners and signs, no derogatory words or images are to be displayed anywhere.
- There should only be one sign per team at any area where an away contest is played.
- A positively worded run-through sign used at the beginning of a game is permitted.

### COACHING ETHICS

- Set a positive example for players to follow.
- Never degrade a player, opponent, coach, school, or official.
- Never discuss officiating with the media.
- Never discuss derogatory information about an opponent or facility with the media.
- Always use person-to-person correspondence when the need arises to cut a player from a tryout or team.

### COMPOSITION AND INTERCHANGE OF TEAMS

Junior varsity teams will be composed of 9<sup>th</sup> to 11<sup>th</sup> graders only. Exceptions may be allowed with approval of the administrator.

A team member may be moved from a junior varsity to varsity team at any time.

### DRESS CODE

All student athletes must be in dress code. Shirts must be worn to all practices and games. All student athletes must follow the hair policy and Dress-Up Days policy as noted in the Student/Parent Handbook.

#### PRACTICE DRESS CODE:

Practice dress code applies to coaches and athletes alike:

- Shorts must come to within 2” of the top of the knee
- Modest, loose-fitting T-shirt
- Proper footwear for the sport

#### SCHOOL GAME DAY DRESS CODE:

Middle school and high school student athletes must follow the policy below on game days: (Note: This is the dress code for players even if a game is on a Chapel day unless otherwise announced.)

##### *Soccer and Volleyball Teams:*

For both home and away game days, the athletes on these teams may wear their team jersey, team shirt, and team shorts under team warm-up pants with socks and sneakers.

##### *Basketball Teams:*

For home basketball games, the athletes may wear their team jersey under the team warm-up jacket with team shorts under team warm-up pants with socks and sneakers.

For away basketball games, follow the guidelines listed below under Dress-Up Days.

##### *Cheerleaders:*

On game days, cheerleaders may wear their full uniform.

##### *Baseball Team:*

For home and away baseball games, the athletes may wear their red and blue jerseys, white baseball pants or khaki pants with socks and sneakers.

**\*\*NOTE:** No generic T-shirts, wind pants, sweats, flip-flops, slides, or sandals may be worn. Team uniforms only as listed above.

#### SHORTS/SWEATPANTS POLICY:

##### PRACTICE:

- Warm-up pants are allowed but not required to be worn to practice as long as the appropriate length school standard shorts are worn, and the athlete is going straight to practice.
- Sweatpants do not have to be worn after practice if the athlete is heading straight home.
- If the athlete is hanging around after practice sweatpants must be worn.

##### FALL/SPRING SPORTS:

- When athletes are leaving the locker room to go to a regular season game, team uniform shorts or team uniform shorts with warm-up pants may be worn. No sweatpants are necessary.
- For athletes in tournaments, all team members must wear the team warm-up pants, team shorts, jersey, and team jacket from the time they arrive at school or leave the locker room. The goal is to look like a team.

- Team members who are about to play, have just played, or are getting on the bus to go to a game can wear their team uniform shorts at the coach's discretion or team warm ups.
- Players may wear team wind pants or the team issued uniform shorts at the coaches' discretion.
- Spikes cannot be worn into a restaurant or any building.
- Before any game, all players must wear their jersey from the time they arrive/leave the locker room. No other shirts are to be worn. Exception: The goalie must wear warm-up pants and Patriot Wear shirt until arriving at the field for the game when he must put on the goalie jersey.
- After any game, all players must leave on their uniform jersey. If the jersey is sweaty, a player may change into a team shirt or Patriot Wear shirt. No other shirts should be worn.
- If a team has warm-up jackets, they should be worn. Players may also wear Patriot Wear or another coat as dictated by the weather. Overall, the team jacket is the desired attire.

## WINTER SPORTS

- For home games, players must remain, as stated, in the school game day dress code until the team changes, which is usually during half time or the third quarter of the prior game. After the team changes, the players may leave the locker room in team uniform shorts with no warm-up pants required. All team members must leave the locker room wearing team uniform shorts, team jersey properly tucked in, team shooting shirt if there is one, and the appropriate socks and sneakers tied and ready to play.
- For home games, athletes in the first game of the night may change immediately after school into team uniform shorts, team jersey properly tucked in, team shooting shirt if there is one, and the appropriate socks and sneakers tied and ready to play.
- For away games, athletes will have followed the Dress-Up Days dress code. Athletes need to remain dressed up until halftime or the third quarter of the game prior to their scheduled game. After the team changes, the players may leave the locker room in team uniform shorts with no warm-up pants required. All team members must leave the locker room wearing team uniform shorts, team jersey properly tucked in, team shooting shirt if there is one, and the appropriate socks and sneakers tied and ready to play.
- In the winter sports season, all team members who are leaving a game to head to a bus and go out to eat must wear team-issued warm-up pants. If a team has not been issued team warm-up pants, then black or blue warm-up pants must be worn.
- After an athlete's game, players may either wear their warm-ups or may remain in their team uniform shorts and jersey until the conclusion of the final game or if leaving the gym for any purpose other than the restroom.
- Before leaving the gym, whether home or away, all players must have on their warm-ups.
- When going out to eat, all team members must wear team-issued warm-up pants. If a team has not been issued team warm-up pants, then black or blue warm-up pants must be worn.
- Sandals, slides, flip flops, or sneakers should be worn with the warm-up pants in a restaurant.
- After any game, all players must leave on their uniform jersey. If the jersey is sweaty, a player may change into a team shirt or Patriot Wear shirt. No other shirts should be worn.
- If a team has warm-up jackets, they should be worn. Players may also wear Patriot Wear or another coat as dictated by the weather. Overall, the team jacket is the desired attire.

## EQUIPMENT

Equipment will be used as specified by league or tournament rules. Some equipment may have to be purchased by the students. Each coach will let players know about these costs. Any student found abusing CCS equipment will be subject to disciplinary action.

## FACILITIES

Facilities will be properly maintained to ensure a reasonably safe environment.

## HEADPHONE POLICY

Players are allowed to bring headphones or earbuds for on the bus ride at the coaches discretion but the music must be school approved music (School approved means not rock, rap, pop, etc. If a student violates this policy they will lose the privilege.) This is for the bus/van only. Headphones and earbuds will not be allowed at school, in school buildings (home or away), in a gym (home or away), at game fields (home or away), or in restaurants. Players are encouraged to socialize with teammates as much as possible.

## CELL PHONE POLICY FOR GAMES

Cell phones will need to be picked up from the homeroom classroom during the break between classes just prior to dismissal (i.e. if game dismissal is during sixth period, the student should pick up their phone at the break between 5<sup>th</sup> and 6<sup>th</sup> periods). The phones will need to remain powered off and kept in a backpack or locker. If an athlete has picked up their cell phone for early dismissal and is caught with it on and/or out of the backpack or locker during school hours, the cell phone may be confiscated for the rest of the year per the school's cell phone policy for all students noted in the *2018-2019 Parent/Student Handbook*.

A school text through “*Remind*” will be sent to notify parents of return times; therefore, it is not necessary for students to access their cell phones on the buses. However, athletes may use their cell phone for the sole purpose of communicating with parents if they feel it is necessary to contact them. Other than that, they should remain put away. They are not to be used to view sites, listen to music, etc.

## P.E. CREDIT/GRADES

Students in grades 9-12 can earn P.E. credit for playing on a Varsity/JV team. Coaches will be asked to give a grade for these students. Coaches will receive a *High School P.E. Grading Sheet for Individual Sports* for each student on these teams. A copy of this is on the last page of this handbook. Coaches will evaluate and score the students and submit these to the Athletic Director by the date indicated. These will be entered as a grade in RenWeb.

## RELATIONSHIPS WITH OTHER SCHOOLS

Any practice or game will have at least one person present who is properly trained and certified in First Aid and CPR and the care of athletic injuries. A completely equipped first aid/injury kit will also be present. There will be quick access to emergency medical personnel via telephone or radio.

A sports event with another team will have a mutual agreement that covers starting time of the event, location/facility of the event, and provision for postponing.

Paid, certified, qualified referees will be used.

## SPORTS PROFESSIONALISM

### PLAYERS:

- Every player must have a current physical examination on file at CCS before participation in any practices or games.

- Every player must provide evidence of insurance which will cover athletic injuries.
- Emergency phone numbers and medical information must be present at all times for each player.
- Players will only be eligible for four consecutive years of play upon entering 9<sup>th</sup> grade.
- Players will only be eligible for three consecutive years of play on middle school teams upon entering 6<sup>th</sup> grade.
- A student who has reached his 19<sup>th</sup> birthday on or before September 1 will be ineligible to participate in interscholastic competition unless an exception is granted by the conference.
- Varsity teams are limited to 9<sup>th</sup> through 12<sup>th</sup> grade students. Junior high teams are limited to 6<sup>th</sup> through 8<sup>th</sup> grade students; however, if the need arises, 8<sup>th</sup> grade athletes may be used on JV/V teams and 5<sup>th</sup> grade students may be used on junior high teams with the approval of the administrator.
- Players are expected to sign and abide by any contracts agreed to with their coaches.

#### COACHES:

- The coach is responsible to meet and welcome opposing teams as they arrive.
- The coach should be dressed in a professional manner for all games depending on the sport.
- The minimum standard for male coaches of volleyball and soccer is a polo and khakis.
- The standard for male coaches for basketball is a suit.
- The minimum standard for female coaches of volleyball and soccer is a skirt and a polo shirt.
- The standard for female coaches for basketball is a dress or blouse and skirt.
- Occasionally, an exception could be made for any of the above.
- Coaches are to be sure all locker rooms, bleachers, and benches are clean before leaving.
- Coaches are to be sure the restrooms are left better than when the students entered.
- All buses and vans should be swept out and trash thrown away before leaving.
- Equipment should not just be thrown into the room. It should be put away in its proper place.

#### TRAVEL

Each team is a team of Carroll Christian Schools. Team spirit must be maintained throughout the season.

When traveling to away games, all students must ride together. No student may drive or ride with parents unless prior approval is obtained from administration.

When returning from away games, CCS strongly recommends that the team returns together and that parents not separate their students or a group of players by having athletes ride back with them. Win or lose, the bus trip is a great time for the students. Prior permission from the administration or a coach must be obtained if a player is not returning in the team vehicle.

CCS students must keep in mind that they represent Christ, Church of the Open Door, and Carroll Christian Schools on the road, in the restaurant, and on the court/playing field.

#### UNIFORMS

Students are expected to maintain proper care of their uniforms. The coaches will specify when uniforms may be worn. No undergarments will be exposed under school uniforms. Shirts are to be tucked in before, during, and after games. At the conclusion of the season, all uniforms are to be washed and returned to the coach or athletic director.

#### UNSPORTSMANLIKE CONDUCT

Any player or coach with a disqualification or removal from a game due to unsportsmanlike conduct will be prohibited from participating in the next contest.

## SCHEDULING

For any scheduling questions regarding games or practices, please go to [www.carrollchristian.com](http://www.carrollchristian.com) and click on the “Info” tab.

## DEFINITION OF SEASONS

- Fall: The earliest date to begin practice for fall programs is three weeks prior to the beginning of school. The season will continue until the final date of the conference, regional, or state tournament.
- Winter: Begins one week after the last game of the fall sports season, November 1, and continues until the final date of the conference, regional, or state tournament.
- Spring: Begins one week after the last game of the winter sports season, March 1, and continues until the final date of the conference, regional, or state tournament.
- These dates can be subject to change as per the athletic director.

## GAMES PERMITTED PER SEASON

All school schedules will be established by the start of each sports season according to the following restrictions:

- Baseball: Varsity may play between 14 and 18 games with no more than three games per week.  
Junior Varsity may play no more than 12 games with no more than three games per week.
- Basketball: Varsity may play between 20 and 25 games with no more than three games per week.  
Junior Varsity may play no more than 12 games with no more than three games per week.  
Middle School may play no more than 14 games with no more than three games per week.
- Soccer: Varsity may play between 12 and 20 games with no more than three games per week.  
Middle School may play no more than 10 games with no more than three games per week.
- Volleyball: Varsity may play between 15-20 matches with not more than three matches per week.  
Junior Varsity may play no more than 12 matches with no more than three matches per week.  
Middle School may play no more than 10 matches with no more than three matches per week.

Extra games that are required to determine the entry of CCS into conference, regional, or state competition and participation in conference, regional, or state competition may not count in the number of games permitted.

## GAME TIMES



- All sport games should be held after completion of the academic day when possible.
- All games will be scheduled to begin no earlier than 3:30 p.m. whenever possible.
- The starting time will be adjusted if necessary to allow the visiting team to have a minimum of 20 minutes for warm-up activities.
- Any exception to the above will be at the discretion of the school administrator.

## GENERAL SCHEDULING

- After all league commitments have been met, the scheduling of intrastate contests must take priority.
- When scheduling contests outside of league requirements, time of travel, and school interest and support should be considered.
- Games will not be scheduled during exams.
- Scheduling games during school vacation periods should be avoided although there may be a rare exception that is approved by the administrator.
- Games may be scheduled on Mondays, Tuesdays, and Fridays. Exceptions may be made for tournament play and make-up games.

## POSTPONEMENTS AND RESCHEDULING

- The school administrators and athletic directors of both schools involved will be responsible for postponements.
- When CCS is closed due to inclement weather, all practices, games, and activities will automatically be postponed for that day. In the case of special situations (conference or state playoffs), an exception can be requested by the athletic director to the CCS Administrator.
- When schools are not in session (holidays/Saturdays), activities will not be held if the snow emergency plan is in effect.
- When lightning is in the area, all outside activities, practices, and games will be terminated and everyone cleared from the practice area or playing field. Activities can resume when the area has been clear of lightning for 20 minutes.
- One postponed game may be rescheduled in addition to the maximum number permitted per week.

## SCRIMMAGES AND PRACTICES

- All scrimmages must be preapproved by the athletic director.
- If a coach is approached to schedule a scrimmage, direct the contact to the athletic director.
- Seven calendar days must elapse from and including the first day of practice before the first scrimmage.
- An additional scrimmage may be granted at the conclusion of a season if there is one week or more between the last scheduled game and the beginning of tournament play. Permission must be granted by the school administrator.
- No practice, scrimmage or game may be scheduled on Sunday.
- No practice, scrimmage or game may be held on a day when schools are closed because of inclement weather without the consent of the athletic director and administrator.

## TEAM TRAVEL

- Travel to or from athletic contests by means other than approved transportation may take place only by authorization of the administrator.

- Only coaches, team members, managers, and cheerleaders will be allowed to ride on the team bus. Exceptions may only be made by the administrator or the athletic director.

## RECOGNITION/AWARDS

- For athletic achievement, the school may purchase and present a school insignia, medal, pin, or similar article.
- Awards from outside the school may be given to individual school athletes or school teams provided the awards are approved by the school administrator, meet MACSAC guidelines, and are presented at a school-approved function.
- Awards and recognition will be withheld from any participant who does not complete the season for any reason mentioned under the Eligibility section of this handbook.