



# CCS ATHLETICS

# Athletic Handbook

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# 1. Purpose of Athletics

*At Christian Community School (CCS), we strive to honor God as teams and build character into our students while achieving athletic excellence.*

Interscholastic athletics are an important part of the total ministry of Christ-centered education offered at CCS. Student participation in athletic extracurricular activities is a valuable addition to the school program. Student-athletes receive the benefits of physical, emotional, and spiritual development as a result of participation. Athletic competition is not confined to the merits of physical prowess alone. Thinking skills and intellect are essential tools to be included in any athletic endeavor.

Athletics exist at CCS to:

1. Provide opportunities for student-athletes to develop God-given abilities.
2. Provide opportunities to young men and women to learn and compete under the godly influence of Christian coaches.
3. Teach and exemplify good sportsmanship and proper perspective concerning winning and losing.
4. Emphasize hard work, discipline and teamwork as valuable life skills and to achieve athletic excellence.
5. Utilize the area of athletics as a way to glorify God through testimony, behavior and attitude.

## 2. Student Eligibility

All CCS full-time student-athletes and athletic associates are considered eligible for participation in CCS athletics as long as they are not ineligible due to academic, behavior, or attendance reasons.

### 2.1 Academic Ineligibility

Student participation in any of the CCS extra-curricular athletic activities require that the student-athlete prioritizes academics and aims to maintain an average of “C” or better in all his/her subjects.

For a student to be eligible to participate in games he/she must not be receiving an “F” average in any core course or a “D” average in any two core courses. (English, Math, Social Studies, Science, Bible, Foreign Language) Teachers will submit the names of ineligible students on Fridays and ineligibility becomes effective the following Monday and lasts for a minimum of two weeks. Reinstatement shall be based upon grade improvement or satisfactory progress as determined by the Principal. They cannot dress for games, they can practice. A second ineligibility results in no games and no practices. A third offense or athletes in violation of academic ineligibility results in dismissal from the team.

## 2.2 Behavioral Ineligibility

Student-athletes must maintain a clean behavioral record to enter and continue participation on CCS athletic teams. Excessive disciplinary actions including demerits, detentions, and school suspensions will result in athletic ineligibility as determined by the school administration.

## 2.3 Attendance

Attendance in school is essential for all CCS athletes. In order to participate the day of the game, players must be in school by 11:00 a.m. and stay for the remainder of the school day. A doctor's or parent's note must accompany the student-athlete, if tardy. Student-athletes are expected to be in school and on time the day after a school night game. Appeals may be made to the Athletic Director (AD) or the Principal for excused exceptions. Frequent lack of attendance to school in general may result in ineligibility.

Student-athletes are responsible for informing their coaches and/or team captains of their absences during game days. The AD is responsible for enforcing issues of ineligibility and reinstatement.

## 2.4 Team Eligibility

CCS does offer both co-ed and single gender teams, depending on the sport.

Students are not permitted to play on CCS teams above or below their grade range levels:

- Junior High teams are made up of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders.
  - Depending on school enrollment numbers, 5<sup>th</sup> graders may be eligible for Junior High teams.
- Junior Varsity (JV) teams are made up of 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders.
- Varsity teams are made up of 9<sup>th</sup> through 12<sup>th</sup> graders.

### *Exceptions:*

- If the AD determines that a team is short one or more players for a particular game, or even for the entire season, then he/she may select a younger player (below grade level) on a case-by-case basis and with the approval of the parents. The younger player selected must be a participant already playing on a CCS team; or, in the case of junior high, a 5<sup>th</sup> or 6<sup>th</sup> grader.
- If a junior varsity team and/or a varsity team starts the season short of players or, due to injury or sickness is short players, the AD has two options:
  - Bring a younger player up on a game-to-game basis.
  - Do not field a team for the season due to lack of players.
- A player may be moved up or down to another CCS team if it is determined that the player betters his/her personal development, the team development, or the

development of the athletic program. Determinations affecting the movement of players must be mutually agreed upon by the AD and the Head Coach.

- The AD and the Head Coach mutually agree upon the number of players necessary for participation on a CCS athletic team and players try out for team participation. Athletic fees are fully refunded for those student-athletes who are not selected for participation.

### **3. Expectations of Student-Athletes and Fans**

Through voluntary participation, student-athletes are required to unselfishly give their time, energy and loyalty to the athletic program. To participate in CCS sports, each prospective student-athlete must meet eligibility requirements and sign the CCS Athletic Code of Conduct. Athletics are, by nature, competitive and can bring out the worst in some people. Poor officiating, overly aggressive behavior, “trash talking,” and poor sportsmanship in general, can diminish the value and enjoyment of athletic competition. However, all CCS student-athletes are expected to exhibit self-control and courtesy to the officials and our opponents at all times. Athletics is the most visible CCS program to outsiders. *Our Christian witness is of more importance than our record.*

Spectators are witnesses to our school and community. We all represent Christ to others. How we act and react to situations can speak volumes about our relationship with Jesus. All spectators are expected to address student-athletes, coaches, officials and other spectators in a positive manner. Spectators may not use profanity or abusive language. Yelling at officials, coaches, and students is unacceptable and subject to removal from the game. Fans who cannot exhibit self-control at CCS athletic events will be asked to leave.

All parents and student-athletes interested in a particular sport are expected to attend a meeting for that upcoming sport season prior to the beginning of the season, typically before or near the first scheduled practice.

#### **3.1 Player Commitment**

It is important for student-athletes to understand the commitment level that is expected of them as members of an athletics program. At both the Junior High level and at the High School level a high level of commitment is expected of each student-athlete. Student-athletes are expected to attend all practices and games on time, as specified by the Coach. Furthermore, student-athletes are expected to understand that being a part of an athletics program is a privilege and often brings additional expectations. These expectations may include being asked to accomplish tasks outside of the traditional practice setting. For example, a basketball player may be asked to shoot free-throws outside of the practice setting, or a softball player may be asked to practice pitching.

## **3.2 Practices**

Practices are a mandatory aspect of participating on a team. Players are expected to be at practice on time, preferred to be earlier than the scheduled time, and prepared for the day's workout. If a student-athlete attends school, she/he must be at practice unless one of the excused absences listed below applies. If you know that you will miss a practice, please notify your coach in advance. The coach has the right to take action (sprints, removal of game time, dismissal from team, etc.) on a player who does not follow the practice and/or game guidelines.

The following are examples of excused absences from practices:

- Attending a funeral
- Doctor's appointment
- Physical sickness or injury
- Tutoring

All student-athletes must be picked up promptly after practices and games.

## **3.3 Playing Time**

The decision to provide playing time to each student-athlete is the responsibility of the Head Coach of each individual team.

At the Junior High level, coaches are to give, during the regular season, playing time to each student-athlete, recognizing the school's commitment to participation and development at the Junior High level. More skilled players will receive more playing time compared to lesser-skilled players; however, the coach will seek to provide some playing time, during the regular season, to each team member to allow for development and enjoyment in being a team contributor.

At the JV level, instruction and active participation are still the primary concerns. It is our goal that every player participates in each contest as long as they meet practice requirements and are abiding by team rules. Players will not necessarily receive equal playing time.

At the Varsity level, playing time is more readily given to more skilled players. Coaches will commit to determining and teaching roles for all players as they contribute to the team. This does not guarantee any amount of playing time for any player in any game, and may lead to differing playing times, and even no playing time, depending on the game, the opponent, or the situation within the game. Playing time is determined by the Head Coach's determination of which players provide the best opportunity to win the contest. Players, regardless of grade level and past experience, will enter contests based on the discretion of the Head Coach.

For sports that cannot field a JV team, all high school student-athletes are eligible for the Varsity team. Again, there is no guarantee for playing time at the Varsity level but coaches are asked to help nurture all players, regardless of athletic abilities.

Regarding tournament play, coaches may be allowed to give preference to more skilled athletes in order to succeed in tournament games. Any concerns over playing time should be brought up with the coach, with a commitment being made to understanding how a coach is determining playing time—not demanding an answer for a perceived lack of playing time.

Note to parents: please do not question coaches or officials immediately after a contest. Allow time to cool off.

## 4. Code of Conduct / Representation

Student-athletes at Christian Community School are expected to be positive role models within the school and community. Participation in athletics at CCS is an earned privilege and not a right.

Each prospective student-athlete must pledge to follow the following set of standards established by the CCS School Board:

1. All players, in both victory and defeat, must demonstrate Christian sportsmanship at all times. Dignity and respect should be shown to all teammates, opponents, coaches and officials.
2. The training rules of CCS prohibit student-athletes from using alcohol, illegal drugs or tobacco; from being in possession of alcohol, illegal drugs or tobacco; and from being in attendance at student gatherings where alcohol or illegal drugs are being used. These rules apply to student-athletes during the entire calendar year.
  - An in-season student-athlete found to be using alcohol or tobacco will be dismissed from the team for that season. Illegal drug use will necessitate expulsion from school. Off-season student-athletes found in violation of training rules will face suspension or other disciplinary action as deemed appropriate by the AD and the Principal.
3. Student-athletes under school disciplinary suspension are not eligible to participate in practice or competition during the disciplinary period. This applies to both in-school and out-of-school suspensions.
4. Student-athletes must have a **Physical Examination** by a physician each year. The physical exam card signed by the physician must be on file in the school office before participation in practice or competition is permitted.
  - Pre-participation physicals are required BEFORE the first day of mandatory practices for any student to compete in interscholastic athletics in Grades 5-12 at CCS.
  - Physicals are valid for one year from the date of the physical. All athletic paperwork must be returned to the AD. Failure to do so will result in missed practices, which may result in not being able to be part of a team.
5. Each student-athlete is financially responsible for all **uniforms** and school equipment issued to him or her. The student-athlete will be assessed for lost or damaged equipment at the current replacement cost. Team uniforms should only be worn for official games, unless otherwise directed by the coach.

- At the end of the season, uniforms must be turned by the Sports Award Night. Failure to turn in uniforms will incur a \$20 late fee per uniform.
6. Attendance in school is essential for all CCS student-athletes. In order to participate in a game, students must be in school by 11:00 a.m. on the day of the game. Student-athletes are expected to be in school and on time the day after a school night game. Repeated tardiness or absence from school will result in athletic ineligibility.
  7. A seasonal **Sports Fee** is assessed to each athlete to cover referee, equipment and facility costs.
    - If paying the sports fee is a financial issue for the family, CCS is willing to discuss alternatives, such as, setting up installment plans or family discounts; please contact the AD.
  8. Technical fouls, yellow/red cards or ejections:
    - Technical fouls/yellow cards – A player who receives a technical foul in basketball or a yellow card in soccer for a behavior reason receives a one-time warning for the season. Those technical fouls/yellow cards that are non-behavioral, i.e., overaggressive play, illegal substitution, uniform violation, etc. do not count. If there is a question as to whether the technical foul/yellow card should be counted as a warning or not, that will be determined between the coach, AD, and Principal.
    - If a second viable yellow card/technical foul happen at any time during the season, then the player will miss one half of the current game. If it occurs at the end of the game, then he will miss the first half of the next game.
    - If a third viable yellow card/technical foul occurs, the student will be suspended for two (2) games.
    - If a fourth viable yellow card/technical foul happens, the student will be suspended for two weeks.
    - Fifth offense, the student is dismissed from the team. His/her status at the school will be re-evaluated.
    - Red cards or ejections result in the athlete being automatically suspended for the next game. A second red card/ejection will result in a 2 week suspension, and a third will result in dismissal from the team.

These consequences are all minimal requirements. Depending on the severity of the offense, at the discretion of the AD and Principal, there can be further discipline. It will also be required that an apology take place to the appropriate people involved; for example, the other school, teammates, coaches, referees, etc.

Additional rules or expectations may be dictated and enforced by the coaches. This information must be read and agreed upon by all families involved in sports at CCS.

## **5. Athletic Dress Code**

CCS has a dress code policy for practices and games. Team clothing should emphasize unity, not individuality. We ask our coaches to enforce this policy. For practices: no ripped clothes or offensive messages are permitted. Modesty is required.

### **5.1 Game and Practice Standards**

#### **Boys Teams**

- The players should arrive on the court or field dressed for the game (including warm-ups). Athletes should not get dressed on the court/field or be allowed to warm-up out of uniform.
- Earrings, jewelry, visible tattoos, hats, and extreme hairstyles are prohibited for games and practices. Headbands may be worn.
- Socks and shoes must match.

#### **Girls Teams**

- Practice shorts must be mid length and not form fitting. Spandex shorts may be worn underneath gym shorts. Tops should not be excessively tight.
- Matching team socks must be worn. If not available, socks must match (solid green, black or white).
- No extremes in hair or jewelry. Visible tattoos are prohibited.
- All jewelry (earrings, bracelets, necklaces, etc.) must be removed before game time.

## **6. Selection/Retention of Coaches**

Coaches are selected to lead CCS teams based upon the following criteria:

- Christian character
- Competence/knowledge of sport
- Ability to work with people
- Stable personal life and positive role model

All CCS head coaches must be at least 21 years old, carry a valid driver's license, and be willing to submit to a CCS screening test. Exception: Assistant coaches may be younger than 21, but not younger than 18 and have earned a high school diploma.

All coaches are hired by the mutual consent of the Principal and AD. Coaches are interviewed by the AD and sign a coaching contract. Each coach is issued a written job performance at the end of each season.

Additional information regarding the coaching positions can be found in the *CCS Coaches Handbook*, available from the AD.

## 7. Communications

Communication is key to any relationship. Coaches and parents are encouraged to have open and frequent communications with each other.

Head Coaches are ultimately responsible for all team communications.

1. A practice schedule and a game schedule should be published on the school web page at least two weeks before the season begins. Revised schedules must be forwarded to all families at least one week prior to the change. Typically, the AD is responsible for scheduling and revising the games and tournaments.
2. All practice addition and deletions, including rainouts, must be authorized by the AD.
3. Game or practice additions or deletions (including rain-outs) will be kept to a minimum and must be authorized by the AD. Ample time should be given to parents to make necessary schedule adjustments.
4. Last minute cancellations must be articulated by a system of emergency contacts established before the season starts (i.e. cell phone chain).
5. A team meeting should be held prior to the start of each sport season. Parents are encouraged to attend and all students in the applicable age range should be made aware of the meeting, whether they were involved in the sport the prior year or not. Communications should through a personal letter from the coach or email.

At the team meeting, the involved family will receive a copy of the **CCS Athletic Handbook**, which applies to all sports offered at CCS, and any other printed material given by the coach for that particular sport.

6. CCS encourages our students to participate in church activities on Wednesday evenings and Sundays. Therefore, Wednesday practices are not permitted at CCS, except in August before school begins and at the discretion of the AD. School administration reserves the right to utilize Wednesday afternoons for practices if necessary during tournament time.
7. Teams will be dismissed from school early only when it is necessary to depart for an away game. No early dismissals will be granted for practices or home games. All missed class work must be made up.
8. Fans and/or siblings of athletes will be permitted to leave school early for a game or tournament only by the student's parent request for an early release in writing three days prior to the day of the game; subject to Administrative approval.
9. Each team should have a designated scorekeeper.

## **8. Transportation**

All teams should have a designated Transportation Coordinator, apart from the Head Coach. Refer to coach's specifics regarding transportation to games. This will vary from sport to sport depending on coaches' requests, availability of parent drivers and school vehicle availability.

Due to unavailability of buses and certified bus drivers, parents are asked to help transport athletes to and from games. Student-athletes should not drive themselves or other students to and from events due to insurance liabilities. (See 12.0 Transportation Policy in the CCS Family Handbook for more information). Parents must be prompt in picking up their students from practices or games. Families causing coaches or other adults to wait for athletes to be picked up could be assessed a \$10.00 fine per incident.

Most CCS students travel to and from school via car pools. CCS does not assume responsibility for car pool arrangements or mishaps. However, please consider the following sensible suggestions:

1. All students must be seat-belted.
2. Sensitivity should be shown to family standards and preferences concerning music.
3. Passenger courtesy and respect should benefit Christian students.
4. All driver changes should be communicated to other families involved.
5. Car pool arrangements and changes should not be made via the school office, except in emergencies.
6. All car pool drivers must drive insured vehicles.
7. Vehicles should be in proper working order.
8. It is the responsibility of the family involved in sports to communicate with their carpool in the event of an early dismissal.

Parking: vehicles leaving at 2:45 PM for sporting events should park at the east front door and beyond (toward the road) to alleviate dismissal congestion. We are keeping two lanes open for afternoon pick-up. Please do not abandon your vehicle during pick-up to run in "just for a minute."

## **9. Special Events**

The decision to participate in soccer, volleyball, basketball, and softball national and local tournaments will be determined by the Principal and AD, based on the team's record, team spirit, and team reputation. Consideration for the school's master schedule shall also be a factor.

Summer clinics and camps are readily available throughout the local area in all sports. Parents, as well as coaches, are highly encouraged to organize their athletes or team to participate in any beneficial local events.

## **10. Selection of Captains**

Team captains are an important position on every CCS sports team. Consideration is given to age/grade level, spiritual maturity, character, athletic ability, and leadership qualities.

Each Head Coach makes a recommendation to the AD and Principal for the selection of captain, co-captain, and any other student title or position for the team.

Team captains are given the privilege to represent his/her team before games, meeting the officiating referees and representatives of the opposing team, and speaking on behalf of the team as needed during competitive play. Team captains should be announced at the first home game of the season.

## **11. Sports Awards**

Awards are given to Student-Athletes at a ceremony that takes place at the end of each sport season. Coaches may recognize their Student-Athletes with Christian character awards, as well as, athletic type awards. Coaches will make all final selections.

### **11.1 Varsity Letters**

The following criteria must be met to receive a Varsity Letter:

- Team players and athletes who participate on a varsity only team must play a minimum of 50% of varsity athletic contests and attends practice on a regular basis. For teams with a junior varsity team, players must make varsity and play in 25% of all contest.
- Coach's discretion will be utilized for an athlete who would have earned their Varsity Letter, if it were not for an injury.
- Varsity participation awards:
  - 1st Year: Chenille Letter & Sport Pin
  - 2nd Year: Service Bar (Chevron)
  - 3rd Year: TBD
  - 4th Year: TBD

# CCS ATHLETIC POLICIES

1. To participate in CCS sports, student-athletes must be officially enrolled in the school as a full time student or an athletic associate student.
2. Athletic fees per sport, per season must be paid before the first scheduled game.
3. Students who have past tuition obligations from a previous year may not practice with their team until those obligations are met.
4. Athletes must have a physical examination by a physician each year. The physical exam form signed by the physician must be on file in the school office before participation in practice or competition is permitted.
5. Each athlete is financially responsible for all school equipment issued to them. The athlete will be assessed for lost or damaged equipment at the current replacement cost. Team uniforms should only be worn for practices or games unless otherwise directed by the coach. A late fee of \$20.00 will be charged for any uniform/ equipment turned in past the check-in date designated by the coach or AD.

## ATHLETIC CODE OF CONDUCT

Student-athletes at Christian Community School are expected to be positive role models within the school and community. Participation in athletics at CCS is an earned privilege and not a right. Each student-athlete must pledge to follow the following set of standards established by the school board:

1. All players, in both victory and defeat, must demonstrate Christian sportsmanship at all times. Dignity and respect should be shown to all teammates, opponents, coaches and officials.
2. CCS prohibits student-athletes from using and being in possession of alcohol, illegal drugs or tobacco; and from attending social gatherings where alcohol or illegal drugs are being used. This policy applies to student-athletes during the entire calendar year.
  - An in-season student-athlete found to be using alcohol or tobacco will be dismissed from the team for that season and face policy consequences for substance use. Illegal drug use will necessitate expulsion from school.
  - Student-athletes attending student gatherings where alcohol and illegal drugs are being used, or student-athletes found to be possessing alcohol, illegal drugs or tobacco, will face suspension or other disciplinary action as deemed appropriate by the Principal.
3. Student-athletes under school disciplinary suspension are not eligible to participate in practice or competition during the disciplinary period. This applies to both in-school and out-of- school suspensions.
4. Attendance in school is essential for all CCS student-athletes. In order to participate the day of the game, players must be in school by 11:00 a.m. and stay for the remainder of the school day. If a student-athlete who is ineligible for attendance reasons plays in a game, at the request of the head coach and only for purposes of fielding a team, the student-athlete in violation must sit out the next two games on the schedule.
5. Additional rules or expectations may be dictated and enforced by the coaches, subject to AD approval.



# CCS ATHLETICS

## ATHLETE AGREEMENT FORM

*No CCS student or athletic associate may participate in any CCS sport clinic, practice or game without first signing this agreement below and submitting their Physical Forms and Sports Fee.*

**Student-Athlete's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I understand that student-athletes at Christian Community School are expected to be positive role models within the school and community. I understand that participation in Athletics at CCS is an earned privilege and not a right. I have read and pledge to follow the Christian Community School Athletic Code of Conduct.

**Student-Athlete Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Parent(s)/Guardian(s) Agreement:**

I/we have read the entire Christian Community School Athletic Handbook and support the enforcement of its rules and guidelines both in spirit and practice. I/we agree to support the athletic department and coaching staff in their decisions, as they are the delegated authority in my son/daughter's athletic participation in CCS athletics.

I/we assume full responsibility for any financial expenses resulting from athletic injury. CCS will not held liable if injury occurs to my athlete before, during, or after an athletic event. I/we also grant CCS permission to use my child's picture, image, and/or likeness without future notice from them.

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_