

## **Philosophy of Christian Athletics**

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The Bible commands Christians to be set apart from the world and at CCCS we believe this includes athletics (Rom. 12:1-2 and 2 Cor. 6:17-18). It is essential that Jesus Christ be the focus and center of each athlete's heart, attitude, and mind, both on and off the athletic field (2 Cor. 4: 16-18, Phil.2:5, and Rom. 8:29). Everything is to be done as unto the Lord and not men (Col. 3:23). Therefore, CCCS defines true success by an athlete's total release of one's effort in training and competition and their love for Christ (Rom. 8:28-29).

Through the Holy Spirit's help, each athlete can become like Christ, living and competing for an audience of one. Because of His loving sacrifice, it is only reasonable that one gives all they have to Him in return (Phil. 2:8 and Rom. 12:1-2). Athletes are to study the Scripture and rely on the Holy Spirit for guidance concerning the manner in which they play and live. Above all, CCCS Athletics seeks to develop and instill eternal values within each athlete. Thus, each team and athlete's perspective must focus on the eternal (2 Cor. 4:16-18).

## Philosophy of Coaching

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Coaches have been “divinely placed” in the coaching ministry to meet the spiritual needs of our athletes. It is important then that since we have been appointed by God to this position of authority and responsibility, that we know how to carry out our duties biblically.

Our philosophy of coaching is identical to our educational philosophy. Our primary purpose is to disciple our athletes to act and think like Jesus Christ.

Our desire is for our athletes to possess Christ-like qualities and to express themselves openly through the medium of athletics. We are most interested in building eternal values in our athletes and therefore need to stress attitudes and actions in relation to God's Word.

**Athletics is a microcosm of life** - in other words, life in miniature. Our athletes will be confronted with all types of life situations. Perfect learning situations for teaching God's principles! It is our job as coaches to properly (biblically) direct them in these situations so as to build those character qualities.

Some students we come in contact with can be reached through athletic teaching much easier than in a classroom situation. This shows what a unique ministry we have! Use all (Romans 8:28) problems, encounters, and situations to teach our athletes biblical perspectives. **Teach what "total release" means (Col. 3:17 and 3:27)**! Teach intensity, diligence, dependability, patience, and other Christ-like qualities. Since you

are a teacher of values, remember to teach values by your own life. **Let them see Christ in you!**

As you develop relationships, be sure to keep a good perspective and balance for a proper coach-to-athlete relationship. There must be a consistent level of respect and "distance" to maintain a healthy balance. (They don't need a "best buddy," they need caring examples.) Athletes should address you as Mr., Miss, Mrs. or Coach. Remember, God has placed you as an authority in their lives to serve them. The attitude and approach of the coach is crucial in Christian athletics because, as the Amplified Bible translates Luke 6:40, "A pupil is not superior to his teacher, but every one [when he is] completely trained....will be like his teacher." Or in this context we might say, "When an athlete has been fully trained, he will become like his coach!" A coach has a profound impact on a player!

## **Goals for Christian Coaches**

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Does the Bible talk about goals for coaches? Where can a coach find them in Scripture? Would Jesus set the league championship as a goal if He were coaching this team? Do we have one set of goals that remains the same year after year, regardless of personnel? What does God want your coaching goals to be?

We're convinced that when you talk about biblical coaching goals, you will find you are talking about Romans 8:28 applying to all of life. Remember that God's ways are different from man's ways (Isaiah 55:8, 9), so

it is no surprise that winning from God's perspective would be different from our own earthbound views.

We believe God's definition of winning can be found in the Scriptures. First we will begin with II Corinthians 5:20. Since coaches and athletes are ambassadors for Jesus Christ, they are to conduct themselves in word and action as Jesus Christ would conduct Himself. A paraphrase of Colossians 3:17 puts it this way: *"Do whatever you do with a total release of your mental and physical ability, along with your emotional energies, toward performing like Jesus, having in mind that Jesus is your only audience."*

*Second*, when a player goes into the arena of athletics consciously considering himself an ambassador for Christ, seeking to conduct himself in word and action like Christ, giving himself **totally** to play the game with concentration, and releasing the results to God, then, he wins an eternal victory.

Much of the thrill of the athletic wins we experience as a player is lost to us now, but the kind of win we're talking about here is something eternally satisfying.

If a young person can come to the point that he is not playing for the fans in the stands, he is not playing for his parents, nor for his friends, nor the coaches, but he is playing for Jesus Christ, that is **winning**. This mind set applies to all of life. It is winning for a student in the classroom, for a cheerleader on the sidelines, and for a teacher preparing a lesson!

## Coaching Perfection

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As coaches, we must strive to be perfect as Jesus stated in Matthew 5:48. God's standard of perfection deals with our attitudes. It is from these attitudes that our actions flow. The "perfection" Jesus refers to in Matthew 5:48 is God's way for you to perform. It does not refer to sinless perfection. Jesus referred to a perfection of doing everything God's way, as He is the standard for perfection.

God's way is not the world's way. He is far more interested in the character of a person than with the statistics on his performance. Yet, God is vitally concerned with the development of your coaching skills. He gave them to you for a purpose and desires them to be utilized for his perfect plan.

From God's point of view perfection is a matter of choice. The choice must be exercised moment by moment if one is to coach God's way as it is revealed through the life and person of Jesus Christ. It is a conscious choice! Jesus used the word "perfect" in Matthew 5:48 to describe someone who consciously chooses to think and perform God's way. His Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a **role model**. The unique role of male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for non-hiring and/or termination (Romans

12:1-2; I Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; I Thess. 4:3-8; I Tim. 4:12; II Tim. 2:19-22; I Peter 1:15-16; I John 3:1-3).

This policy is applicable to all coaches of CCCS.

### **HOW TO BE A ROLE MODEL:**

1. Direct the players in the skills and knowledge of the sport so that each player reaches his/her potential for their age and maturity.
2. To conform yourself and the athletes to the likeness of Jesus Christ.
3. Demonstrate the fruits of the spirit during normal and stressful situations.
4. Learn and teach how to trust in God for everything.
5. Nurture a personal relationship with God by prayer and Bible study.
6. Praise God for physical victories, and praise God for physical defeats by understanding that God is good and perfect in His will.
7. Treat our bodies with proper health practices, as God created our bodies to serve Him.
8. Submit to the rules of the game and the officials who enforce the rules; God has directed Christians to be subject to authority.
9. **Communicate school, athletic and Administrative policies and decisions in a**

**Christ-like manner so as to build unity and oneness between athletes and those in authority.**

10. Measures that will be used in developing spiritual victories.
  - a. **Conduct team devotionals** before each game which are aimed toward instructing athletes in their Christian service to God and motivating them to pursue athletic excellence.
  - b. **Conduct team prayer** before and after each practice and with athletes.
  - c. Encourage athletes to be leaders in preparing and leading the team devotional and prayer. Use God's Word to teach determination and perseverance.
  - d. Take time during team meetings to instruct athletes in the behavior God expects of them.
  - e. **Be an example to the athletes; it is very important that the life of the coach be consistent with his/her teachings.**
  - f. Meet with other Christian coaches to share and develop new ideas.
  - g. Encourage athletes to have interpersonal relationships with opponents

- (congratulate opponents after every game).
- h. Openly admit mistakes or errors; when wrong has been done, seek forgiveness.
  - i. Discipline athletes whose actions have been detrimental to the spiritual objectives of the school. Communicate their actions to their parents.
  - j. Show care for the equipment and facilities of our school as well as the opponent's. Clean up bench area after all games (especially when away).
11. Measures that will contribute to spiritual defeats.
- a. The use of improper language toward opponents, referees, fans, players, or other coaches.
  - b. Humiliating an opponent (e.g. running up the score with no justifiable reason, mocking the other team, embarrassing a referee when he makes an unfavorable call), or allowing your team to do the same.
  - c. Humiliating a member of your team (especially during games and practice sessions). **You can never take negative remarks back!**

- d. Allowing winning to become so important that a “win at all costs” philosophy emerges.
- e. Intentionally breaking the rules of the game to gain desired results.
- f. Destroying or mistreating athletic equipment, facilities, or exploiting athletes.
- g. Becoming angry to the **extent of losing control**; a Christian coach or athlete should always be under control of the Spirit.

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## Staff/Athlete Relations

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*"Examine everything carefully; hold fast to that which is good; abstain from every form (appearance) of evil."*

I Thess. 5:21-22

The specific behaviors stated in this policy are not all inclusive but serve as guidelines for proper Staff-Student relations. As professionals and "role models" for the students of CCCS, it is our desire to teach, train, and nurture them while protecting their vulnerability. As Christians, the Bible instructs us to abstain from all evil --even the *appearance* of evil.

***Physical Interaction:***

Administrators, teachers, all coaches and church/school staff members:

- must avoid being alone with a student **on or off** campus.
- should never be alone in a vehicle with a student; exceptions in the case of extenuating circumstances must be reported to Administration.
- may not date or become romantically involved with students.
- must avoid giving individual gifts to students which may be interpreted as a romantic advance.
- must never be overly affectionate, i.e., familiar touch, holding hands, full frontal embraces, kissing, etc.
- are not to engage in playful wrestling or bantering with students.
- will use only the restrooms designated for "Staff"; do not use the same restrooms that students use.

## Conversation

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Familiarity of speech should not be tolerated by coaches (i.e., students should not call coaches by their first names).

- **Coarse jesting or cutting comments should not be tolerated from students, nor should they ever be directed toward students.**
- Coaches may not discuss sensitive information with students.
- There shall be no discussion of an intimate or sexual nature with students other than as directed by the curriculum.

## Biblical Guidance

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- No coach will meet alone with a student after hours in an office or classroom with the **door shut**.
- Situations of a sensitive nature must be referred to the Administration, Dean of Girls, or a Church Pastor.

## Internet

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Make sure that your internet usage is in keeping with all of the guidelines outlined above.

## Compensated Coaches

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Compensated coaches **must be born-again** and be in **fellowship at CCD twice a week**. They must have **state required TB Test and federally require Life Scan results on file** with the school **before** coaching any athletes. **All coaches must adhere to all school policies concerning dress code**. All compensated coaches are contracted for a period of one seasonal sport, and must be approved by Administration each year.

## Volunteer Coaches

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Volunteer coaches **must fill-out a volunteer application and meet with the Athletic Director before they may begin participating in any practices or games**. Volunteer coaches **must be a born-again Christian** and who maintain a regular **involvement in a church** having doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Heb. 10:24-25), and must **meet one of the following requirements:**

be an alumni that has graduated from CCCS; have children enrolled at CCCS; fellowship at CCD twice a week.

Volunteer coaches **must have their TB Test results on file** with the school **before** coaching any athletes. **Volunteer coaches must adhere to all school policies concerning dress code.**

### **COACHES DRESS CODE**

Coaches are to be an example and to serve as a role model to the athletes. Coaches are expected to be well groomed. As a minimum, coaches will adhere to the “Calvary Chapel Christian School Dress Standard” for 9<sup>th</sup> - 12<sup>th</sup> grade, as stated in the CCCS Parent / Student Handbook. The central theme of our school dress code is “Do not draw undue attention to oneself.” If ever in doubt of what is acceptable, contact Administration.

### **Coaches’ Limited Participation**

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Coaches are restricted to instruction and demonstration, not participation or scrimmaging of the sport(s) they coach.

During extracurricular, school-sponsored activities, (i.e., team meetings and gatherings, end-of-season celebrations, etc.) coaches are restricted to non-participation of physical activities such as swimming, sporting events, etc. For further clarification and guidelines, contact the Athletic Director.

## **Coaches' Compensation**

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Coaches receiving stipends are paid based on a stipend schedule with checks issued on a weekly basis (walk on coaches) and monthly basis (salaried staff). Stipend contracts will be signed during a pre-season meeting with the Athletic Director. Compensation begins on the first day of regular season practice as regulated by CIF. Coaches will not be compensated for required pre and post season duties. Coaching stipends are for one sport season period only as defined on the signed stipend agreement.

A **playoff stipend** will be compensated to a coach whose team is involved in post season play. The stipend is to be paid for time worked after the completion date on the original coach's stipend contract signed at the beginning of the season. Playoff stipends are 10% of the coach's regular season stipend per week. Coaches will be paid a full-weeks stipend amount for any practices or competitions served. A work week is defined as Saturday through the following Friday, excluding Sunday.

## **Worker's Compensation**

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Employees of CCCS are covered by Workers' Compensation as required by law. All self-inflicted injuries are exempted.

Compensated coaches must report all work related injuries to the Human Resources Dept. immediately to file a Workers' Compensation injury report.

## **Safety**

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### **HOT PINK MSR's**

At Calvary Chapel Christian School safety is very important. If you become aware of a potentially dangerous or hazardous situation that requires attention, a Safety MSR should be completed and submitted directly to the Maintenance Department. In the event of a situation which demands immediate attention (gas leak, flooding, broken door), contact the appropriate school office or administrator.

### ***SAFETY "ON THE JOB"***

To reduce our employee exposure to injury, we have adopted the following policies:

Coaches' activities will be limited to instruction and demonstration, not participation in sports and other physically demanding activities.

Teachers/coaches who wish to participate in sports and other physically demanding activities either on campus or organized by *Calvary Chapel of Downey Church* after-hours and not as a part of their employee responsibilities, must sign a waiver stating that *CCCS* and/or its insurer will not be liable for the payment of Worker's Compensation benefits for any injury that arises out of an employee's voluntary participation in

any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

### *ACCIDENTS, INJURY, AND SAFETY*

In the event of injury, employees shall not make statements to persons other than authorized personnel of CCCS. Consult with Administration immediately. **An accident report should be completed within 24 hours** by the injured employee, if possible. If not the report should be completed by the supervisor.

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## **Church Attendance**

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All compensated coaches must be in church attendance at Calvary Chapel of Downey at least **twice a week**. Spiritual growth and accountability are vital to God, so we are committed to seeking Him and being in regular fellowship.

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## **Team Supervision**

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As coach you have **a legal, moral and professional responsibility to supervise each team member at all times**. It is **your responsibility** to see that every team member knows what you expect and is held accountable.

Be conscious of:

- Behavior of non-participant athletes while you are coaching
- Behavior on bus

- Behavior on "away" campuses
- Athletes remaining with teams at all times
- Supervision of teams in locker rooms
- At close of event or practice, securing premises and seeing that team members are clear of the locker room

You are responsible for the condition of our athletic facilities. While our team is using any facility (ours or that of someone else) it becomes your job to see that it is kept clean, that it is locked or secured, and that all lights and air switches are turned off after you have finished. "Security of our facility is critical." Coaches should report any damages to the appropriate authority. The coach should always be the last one out of the facility after use unless the school custodian is finishing clean-up.

**After games** - Coaches must supervise all players until they are picked up.

**Helpful Hints** - Make it clear to athletes what behavior is expected during and after the game.

- Assume full responsibility for control of your team members and bench. Make it clear that you are in charge
- Don't debate with spectators or opponents

## **Team Activity Approval**

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Any activities or events outside of the normal team practices, games or meetings, must obtain prior administrative approval. This includes special practices at a location other than your normal practice facility, team gatherings, non team sporting events, etc. Coaches are to use the **“Athletic Request Form”** when requesting approval for all such events. This form will then be submitted to the Athletic Office for necessary approval. Allow a few days for the approval process.

## **Facility Request**

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Coaches desiring to reserve a specific part of the building (i.e. the Mini Chapel, Fellowship Hall) need to contact the Athletic Office with the dates you’re requesting.

For scheduled use of the Gym or Weight Room during pre-season, in-season or post season, you must contact the Athletic Office for approval.

## **Pre-Season Responsibilities**

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1. **Six weeks before the start of the season, coaches are** required to plan, create and receive approval for their teams “Spirit Pack” items. The coach is to use the **“Spirit Pack Requisition Form”**. If this process is not complete within the time frame required,

the coach may jeopardize the team's opportunity to receive a spirit pack for the season. In the event that there is no head coach assigned during this time period, either an assistant coach or the athletic director will be asked to perform this task. This process is also required for all teams desiring a spirit pack for their summer program.

2. **Five weeks before the regular season**, each coach is required to have a meeting with the Athletic Director to plan for the season and discuss scheduling, goals, equipment, and other concerns. At this time the coach will receive a **"Pre-Season Checklist."**

**Please take notice: The checklist must be completed prior to the first practice! Otherwise, the head coach may not be allowed to participate in any team activities until the list is completed.**

3. **Five weeks before the start of the season**, coaches are required to have a mandatory lunch-time meeting with all interested students. Flyers for this meeting must get prior approval from the Administration, and an announcement should be placed in the school "Lifeline." Walk-on coaches that may not be able to participate in the meeting must communicate with the Athletic Director and he will run this meeting for you. After this meeting, each coach is to provide to the athletic department with specific information concerning dates, fee's etc., that will be mailed home to the parents of all those who attended the meetings.

4. Coaches are responsible for making sure that their athletes have a physical on file in the Athletic Office (Physicals are good for one year). In addition to

the Athletic Dept., the coach should keep an on-going record of athletes who turn in their medical forms in his/her personal files. **Players may not participate in any scheduled practices, scrimmages or games until their completed medical exam form is on file in the Athletic Office.**

5. **Two-Three weeks before the start of the regular season**, each coach of the upcoming season is required to attend an **“In-season Review” meeting with the Athletic Directors**. All coaches who do not attend this meeting will be required to view a video tape of the meeting prior to being approved to start coaching their sport. Note: Fall sport coaches are only required to attend the “Coaches In-service” in August. Multiple sport coaches must attend each of these meetings.

6. **Two-Three weeks before the start of the regular season, “tryouts”** should be conducted by all head coaches of programs which need to make roster cuts. Only athletes who are “non-returning” to the program may tryout during a period of any 10 days. For winter and spring sport athletes currently involved in a sport, a one-day/one-hour tryout will be allowed; this must be communicated to both the current coach and Athletic Director. The tryout may not be on the day of or day prior to a game. The tryout must be basic fundamentals and cannot be unsafe or game type competition.

7. **Two-Three weeks before the start of the regular season**, spirit pack sizes and final information must be given to the Athletic Office so that they may be ordered and received by the beginning of practices. If

your roster is not finalized at this time, all information must be given the day after final cuts are made.

8. Coaches are responsible for making sure that their athletes have paid the sports fee. In addition to the Athletic Office, the coach should keep a record of athletes who pay the fee in their personal files. Players may not participate in any scheduled practices, scrimmages, or games until they have paid their sports fee in full.

9. The Athletic Director, coordinating with the coaches, will schedule all regular season games. Any modifications to the original schedule must be made through the Athletic Director. **Schedules will be provided by the Athletic Office for all programs.**

10. Prior to the beginning of the season it is greatly suggested that the head coach **meet with all assistant coaches** to discuss the upcoming season. Planning and communication is of the utmost importance for successful team leadership.

11. Within the first week of the new season or earlier, each head coach of a program will schedule a **meeting with the parents** of your athletes to discuss specific team policies, goals, and needs. At this meeting, schedules may be distributed along with any other important information handouts that are pre-approved by Administration.

12. It is required that each head coach make sure that all of their athletes have received, read and understand the **“Athletic Handbook.”** The Athlete and the parent(s) will be required to verify that they

understand and accept the requirements and responsibilities written. This signed verification is part of the “packet” they receive prior to the season. This form is good for one year.

## **In-Season Responsibilities**

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1. Coaches are to distribute “**Spirit Pack**” items at the beginning of, or just prior to the first day of practice.
2. Coaches are responsible for keeping a **record of attendance** for all athletes participating. This record should include all practices, meetings and games. See the Athletic Office for season grade/attendance books for the keeping of these records.
3. Coaches are responsible for making sure that all athletes line up in the correct area at the appropriate time for roll. No athlete should be away from the team without a Hall Pass from the coach. Coaches are responsible for taking roll and re-admit slips. They are also responsible for ensuring that roll sheets are turned in on a daily basis.
4. Each coach must keep a **record/file of player successes and disciplines**. This record will be helpful for the end of season banquet as well as a good record of disciplines, in the event that a parent / coaches meeting are required.
5. The head coach is responsible for making sure their athletes turn in all required **documents** and pay the **sports fee(s)**. An updated record should be kept of who has paid the fee in their personal files. Players

may not participate in any scheduled practices, scrimmages or, games until they have paid their sports fee in full.

6. The coach is responsible for all **equipment** during practice sessions and games. The coach shall discourage the wearing of school athletic equipment and uniforms at unauthorized places and times, as well as by unauthorized individuals.

7. The coach is responsible for notifying athletes/parents of times and places in regard to games and practices. It is **highly suggested** that parents be notified of special events by means of a flyer. **All flyers must be approved by Administration before distribution.**

8. **Flyers and all other modes of written communication** representing our school to players, parents, other schools, businesses, etc. must have prior approval from Administration before they may be sent. They must be provided for approval to the Athletic Office at least 24 hours in advance. There is a “Flyer/letter In-box” located in the Athletic Office for deposit of all communications needing approval. This in-box will be checked at the beginning of each morning and continually throughout the day.

9. Coaches are responsible for the **recording and issuing of all uniforms** (both practice and game) to the athletes. A copy of your distribution record must be turned into the Athletic Office immediately after distribution takes place.

10. **Approved uniform colors for practices and games consist of the combination of maroon, gray, and white only!** Any deviation from these colors must receive written approval from Administration. The use of out of the norm designs or colors (such as black team socks, striped socks, non-school approved shorts, black body armor, or unapproved colored sweats) during practices or game are prohibited unless prior approval is granted. Coaches may wear non-school colors. All team uniforms (practice and game) will be purchased by the Athletic Director with the input of the head coach. When possible, Spirit Pack and uniform items will be purchased through the student store. **Coaches will not purchase any uniforms or equipment of any kind on their own without written approval of the Athletic Director.**

11. The **head coach** shall handle all **major discipline situations**; he/she may seek the assistance of the Athletic Director. An **“Athletic Discipline Report”** form must be filled out and turned into the Athletic Office immediately when an athlete is benched (suspended by the coach) from practice or a game by the coach, or is ejected from a game. In the event of team disciplinary action (benching), the coach is required to contact the offending player’s parent(s). Administration will determine what additional disciplinary actions should be taken. **If an athlete is ejected from a game** for fighting, he/she cannot participate in the next game per CIF and a **“CIF Incident Form”** must be filled out immediately. If the ejection is for other reasons, the athlete may miss the following game(s) based on administrative discipline. If an athlete is suspended for any behavioral disciplinary

reason, they will be required to miss the next competition within a 7-day period of time. In the event that the athlete misses games during the suspension, no other game probation will take place unless dictated by Administration.

12. The coach shall call to the attention of the Athletic Director or an administrator any incidents of conduct on the part of coaches, officials, players, or spectators which seem to be detrimental to the best interest of the sport, school, or offensive to our Lord Jesus Christ.

13. Each stipend coach will have a brief “**Mid-season evaluation**” meeting with the Athletic Director sometime around the middle of their season. This meeting will be to evaluate each coach’s progress and conduct, and allow the Athletic Director to encourage and pray with them.

14. The coach shall maintain good rapport with the official associated with the Administration of the contest and shall handle them in such a manner that he/she represents Christ in a positive manner and sets an example for the athletes.

15. **Coaches in-boxes**, located in the Athletic Office, are to be checked and emptied on a daily basis. Many times, this is the only way that the Athletic Office can communicate with you; especially walk-on coaches. You will be held responsible for all communications placed in your in-boxes. Boxes are not to be used for storage.

16. Two weeks prior to the end of regular season, or earlier, each head coach of a program will set a date with the Athletic Office for their team **Awards Banquet**. Information will be given to the coach concerning banquet budget and protocol. Coaches are encouraged to seek assistance from parents in the planning and preparation of the banquet.

17. Two weeks before your scheduled banquet, each head coach is to fill-out and turn into the Athletic Office a “**Team Awards**” selection form. It is highly important that this be turned into the Athletic Office promptly so that all trophies and awards can be purchased by the banquet date.

#### *TEAM AWARDS ARE AS FOLLOWS*

- Participation award
- Mighty in Spirit
- Impact Player
- Scholar Athlete
- Coaches Award

**Any other awards given out must first be approved by Administration.**

## **Practice Times**

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**High School** practices are to finish by 6:00 pm, with the exception of Wednesdays ending at 5:00 pm. Other exceptions include winter outdoor sports that will end at 5:30 pm when darkness is an issue (athlete safety). Indoor basketball may require later practice

times due to gym availability. Any off-site practices are to have athletes back on school property at above times. **Jr. High** practices will end by 5:30 pm (exception - Wednesdays 5:00 pm). **Elementary** practices will end by 5:00 pm, and are to only take place two-three times a week. Time changes are subject to administrative approval.

## **Game Day Responsibilities**

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1. At least one day prior to a game, the coach must check with the Athletic Director for an approved time for the team to be dismissed from class. It is then the coach's responsibility to email a "Game Day Notice" with all of the correct information to the Athletic Office so that it can be distributed to the teachers' boxes in the TSR the morning of the event.
2. Full-time teachers that serve as coaches must sign-out in the School Office whenever they leave campus early due to a game or practice. If it is necessary for a substitute teacher to cover one or more of your classes, the coach **must** notify the School Secretary. Otherwise, the time that you are out of class may be counted against the teacher's allotted sick/personal days. It is the teacher's responsibility to get a school approved substitute.
3. When athletes get out of class early to prepare for games, someone must be supervising them. Coaches notify the Athletic Office if someone other than themselves will be doing the supervision. Athletes are not permitted in the locker rooms unattended.

4. For **home games**, obtain officials checks from the Athletic Office, along with the yellow “Acknowledgement of Payment Received” slip. Greet and find out the officials’ names prior to the game and call them by their names. This builds for a better relationship. Always give officials their checks before the game, having them sign the yellow “Acknowledgement of Payment Received.” Also make sure to thank them at the conclusion of the game.

5. For **away games** and **events where the use of a bus or van(s) is necessary**, the coach may need to obtain gas money from the Athletic Office. The coach will be given a receipt stating that he/she has received a specified amount. After the event or within a period of 24 hours, the gas receipt must be turned into the Athletic Office along with any change that might be left. In the event that the gas receipt was not received or it was lost, contact the Athletic Secretary.

6. Once a game is over, the coach must wrap up any post-game talk in a timely manner (10-15 minutes). Any additional discussion can be continued at practice.

7. Coaches must bring the team directly back to school after a game. There are to be no stops made to eat. You must obtain prior approval from the Athletic Director for any exceptions, and all parents must be notified.

8. Before leaving the facility after a game, the coach must make sure that the following has taken place:

- Vehicles or facility is clean
- Equipment is locked up
- Locker rooms are empty
- Facility doors shut & locked
- All athletes are picked up

## **Reporting Game/Event Scores**

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When a season ends, the athlete must complete a “Class Change Request” form in order to transfer to another sport or class. All class changes must be made with the Academic Advisor. The completion of this form must take place immediately following the last contest of the season. The athlete is not to be given transfer approval by you until all school equipment and uniforms assigned to him/her have been turned in and recorded. Athletes are not to transfer out of your responsibility until all signatures have been received, and the Academic Advisor has given them permission to do so. The head coach of the ending sport is responsible to see that all athletes have taken care of this. The coach will not be permitted to begin another sport until this process is complete.

Within 3 weeks after the conclusion of the season, all stipend coaches are required to meet with the Athletic Director for a **“Post Season Evaluation.”** Coaches are to complete the **“Post-Season Checklist”** form and bring it to the meeting. Also, an “Evaluation Form” will be completed by the Athletic Director and reviewed with the coach.

Head coaches must have all **end of the season inventories** turned in and accounted for before they will be allowed to begin another sport.

The head coach of the program is responsible for providing some type of **“Season Review”** media source for the banquet. All final media sources must be approved by Administration before copies are made for distribution. Media sources may include one of the following:

- Video of season highlights
- Slide show of season
- Memory book
- Stat / picture book

Each head coach must turn into the Athletic Office all **attendance/grade books and stat books**.

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## **Sports Banquet Procedures**

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Each team will have a banquet after their season is over to observe and celebrate the team’s season. Individual and team awards will be handed out at this time.

It is the coach’s responsibility to organize this event in coordination with the Athletic Office. The following policies, with regard to team sports banquets are standards and are to be followed:

All banquet dates will be assigned by the Athletic Office. Any requests for date changes need to be made to the Athletic Director.

High school banquets may be a dinner or a dessert potluck. Cost of tickets, if any must be approved by Administration.

The dress code for all banquets will be as follows:

Boys: Nice pants with a collared shirt

Girls: Nice pants, dress or skirt (must adhere to CCCS guidelines) with a nice blouse or shirt (no t-shirts)

A maximum of \$75.00 for all supplies and decoration will be reimbursed by the Athletic Office.

## **Meetings for the Coaches**

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There is an “All Coaches” mandatory in-service prior to the beginning of the school year, typically the last week of August. All stipend and voluntary coaches are required to attend this meeting. There will also be a mandatory “In-Season Review” meeting prior to the winter and spring seasons, for all coaches that will be coaching during these seasons.

Head coaches will attend league meetings scheduled during the year. Additionally, after each sport season there is a meeting to vote for awards and discuss the upcoming season.

## **Athletic Request Form**

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Coaches must complete and submit an "Athletic Request Form" to the Athletic Director when requesting needs such as equipment or instructional videos that were not discussed during the coach's pre-season meeting with the Athletic Director. Coaches are to use this form to request unscheduled team events / outings. (Allow one week for processing).

## **Finances**

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Financial requests and transactions must be reviewed and approved by the Athletic Director and Administration. Coaches should keep team records of all financial transactions (fees, gas receipts, etc.).

All fees from athletes must be turned into the School Office by the athlete. **Coaches should never receive checks or money from parents or athletes.** Instruct the athlete to specify the sport and the purpose for the money when making the deposit in the School Office.

## **Fundraising**

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In addition to the Athletic Fees, the athlete will be required to participate in fundraising activities to offset costs of the athletic program. Coaches are asked to assist the school in encouraging the athletes to participate in these activities by explaining the purpose, which is to help provide funds to offset the cost of the athletic program. There is no individual team fundraising.

## **Reading Requirements**

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Coaches are required to read the following prior to coaching sports:

1. CCCS Coaching Handbook
2. CCCS Parent/Athletic Handbook
3. CIF Blue Book (for High School coaches) for their sport

## **Grading Athletes**

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Coaches are required to grade each athlete based on the following:

1. Christ-like character and attitude
2. Intensity and hustle
3. Athletic ability and improvement
4. Attendance

## **Uniform Responsibility**

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Coaches are responsible for an accurate inventory of uniforms that are issued. Make sure you keep good records! The inventory form must be turned in to the Athletic Office at the beginning of the season for proper check-out and inventory. At the conclusion of the season, coaches are responsible for collecting all the uniforms and putting them in the correct storage areas as well as turning in a season ending inventory record.

## **Team Statistics**

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Team statistics are vital to our sports program. Coaches are responsible to recruit responsible adults and/or students to keep stats for each team. If the stat person is a student, they will be required to turn in a “Team Manager/Stat Assistant Application” to the Athletic Office. The application will be reviewed by the Athletic Directors and Administration. No students may serve until they have been approved. Grades, Attitude, citizenship, spiritual walk, and why they wish to serve will be reviewed. Coaches are responsible to see that statistics are updated and kept current for not only the team records and the banquet, but for each athlete's knowledge of their overall performance and progress.

Also, each coach is to provide statistical information to CIF and newspapers as requested for publicity.

At the conclusion of the season, coaches **must** turn in to the Athletic Director all statistics and game stat

books. High school varsity coaches must also fill out the appropriate form for any player(s) from your team that you want to nominate for All League and All CIF. The Athletic Director will coordinate this with you.

*The head coach is responsible for writing a **yearbook article** on his/her team* (complete with season/team goals and recap; stats; scoreboard, etc.) to be used by the Yearbook Staff. Be sure to do your best to stick to the timelines which they will provide, and always give as much information as you can about your team(s).

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## **Athlete File/Log**

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Coaches will find it helpful to keep a daily summary of your team's attitudes and actions. As you do this, also record the potential you see through obvious failures. Such a log will help you see their progress more objectively as you review it from time to time.

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## **Injury to the Athlete**

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When injuries occur, qualified assistance should be sought; if the coach determines it to be necessary. If the injury is of severe enough that it requires professional medical assistance, call 911 and inform the parent(s). Your prime, immediate responsibility is to the injured athlete without ignoring your team. The coach must report all injuries to the Athletic Director or administrator and to the parent of the injured student. An **“Accident Report Form”** must be filled out

**within 24 hours of the injury and given to the Athletic Office. An athlete may not participate after a serious injury unless he/she has a doctor's clearance. Coaches should always have their team med-kit at games and practices. Coaches are responsible for making sure that their med-kit is thoroughly supplied. The coach should check the kit periodically and request any additional supplies that are needed.**

**Coaches are required to carry a copy of each athlete's medical information card at all practices and games.**

## **First Aid/CPR Training**

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All compensated coaches and PE teachers must have a current CPR and first aid certification. Copies of these certificates/cards will be kept on file in your personnel file. The school will pay for the certification process; contact the Athletic Office for information.

## **Athletic Eligibility**

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There are three stages of athletic eligibility.

**First Stage** (Before an athlete can tryout), a prospective athlete must have on file the following documents:

- Athletic Handbook Agreement
- Athletes Insurance Wavier
- Consent for Transportation

- CIF Code of Ethics
- Physical
- Fee(s) & Spirit Pack Contract

**Second Stage** (Before an athlete can participate), after the athlete has made the team roster he/she must have all fees paid-in-full by the due dates specified.

**Third stage** (Before and during participation – Elementary is excluded from this stage), the athlete must be in good standing with the school. Athletes must maintain a "C" (2.0) grade point average in all their studies. The athlete must also be of good character, citizenship, and refrain from disciplinary actions.

Any student whose GPA falls below a 2.0 at any quarter grading period will be placed on academic probation. Returning the GPA to at least a 2.0 by the next grading period is required or the student becomes ineligible to participate in practice or games.

***Suspension:***

*If an athlete is suspended from school during any part of their season, the athlete will also be suspended for a minimum of one game within a 7-day period. The game(s) suspension(s) will usually be the next competition following the suspension. Administration will have final decision on any exceptions.*

**High School Only:**

***ELIGIBILITY OF TRANSFERRING STUDENTS  
(PERTAINING TO CIF ONLY)***

In accordance with CIF Rule 214.1, Inter-District/Intra-District Permits, a student transferring into CCCS shall have immediate residential eligibility upon transfer into our school (from school A to school B) subject to the following limitations:

- Only one transfer is allowed during the student's high school career after the initial enrollment as a ninth grader in a four year high school or a tenth grader in a three year high school.
- The student must have been pre-enrolled by May 15
- The transfer must be completed during the first 15 school days of the new academic year at school B
- The transfer must not be a result of disciplinary action
- The receiving school B must certify that no consideration was given to the athletic performance of the student in accepting the transfer
- The student falls within all other guidelines as outlined in our school's handbooks and Policies and Procedures

CIF rules change periodically. Contact the Athletic Office with specific questions.

## **Cheer Squad**

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The Cheer team is a vital part of the athletic program. The cheer team is an all girl team with a girl or boy mascot, and has tryouts each spring to form the team for the following year.

## **Athlete Commitment**

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God would desire that the athletes fulfill their commitment once they have made it. In the event that an athlete does not fulfill that commitment, he/she will not be able to participate in any other sport programs for the remainder of the school year.

## **Dual Sport Athletes**

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No athlete will be allowed to compete in two sports simultaneously. The Administration will have final decision on any exceptions.

## **Equipment Rooms**

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Coaches are responsible for keeping the equipment rooms and cabinets clean and organized. No students are allowed to open the rooms or cabinets, or to go into the rooms to get equipment unless with a coach. **Do not give your keys to students to open any rooms or cabinets.**

## **Parent Assistance**

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Each team (coach) should solicit a volunteer(s) to be the “Team Parent(s).” This person(s) will be there to serve and help the coach plan and organize team events and activities other than coaching, and to contact parents of other athletes on the team when various needs arise.

## **Summer Programs**

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All coaches that run a summer program must have their rosters turned into the Athletic Office two weeks prior to the end of school. Coaches must receive clearance from the Athletic Office for these students, as well as any other new or returning students desiring to participate in the summer program at any point during the summer. If any coach desires to have a summer program, they should discuss this with the Athletic Director a couple of months before the end of school for the purpose of planning.

## **Transportation**

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The vehicles must be kept clean and all vehicle rules must be obeyed to ensure continued use for our sports program.

The Athletic Director reserves vans/buses with the Maintenance Department prior to the start of the season. Vans / buses need to always be left with a quarter tank of gas, keys should be turned in and the interior of the vehicle should be left clean. Money for gas can be obtained from the Athletic Secretary and receipts, along with any leftover money must be turned back into the Athletic Office within 24 hours after use.

Church vans cannot carry more than nine passengers; each passenger must be properly seat belted per CHP Code.

Administration discourages parents or coaches from driving athletes to and from practices, scrimmage, or inter-scholastic contests in privately owned vehicles.

**Copies of medical emergency cards for athletes must be kept with the coach or a responsible person** at all times. You can keep them in the team medical kit.

**Students must be transported to and from athletic contests in the same vehicle unless the parents give written permission for the student to ride with someone else at least 24 hours prior to the event.**

## **Fellowship of Christian Athletes (FCA)**

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Athletes are encouraged to be a part of FCA. This on-campus club is made up of students and staff for the purpose of being used by God as a servant organization at school events.

## **School Bus Policies**

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### **SCHOOL BUS DRIVER; RULES AND RESPONSIBILITIES:**

1. Drivers must have a good driving record. If a driver has more than three moving violations in one year, consideration will be given to his/her dismissal.
2. Drivers must be well groomed.
3. Be at the assigned bus location 15 minutes before the leaving time.
4. Walk around bus, check tires and look for anything unusual. At night check all lights.
5. Inside, check all safety latches on windows and look for anything unusual. Report anything unusual to maintenance department.
6. After starting, check all gauges for proper operation.
7. Make sure all passengers are seated before moving.

8. No smoking on the bus at anytime. No gum or sunflower seeds on the bus at anytime.
9. Obey all speed limits and traffic laws.
10. Never stop to give assistance to a motorist. You have too much responsibility of your own.
11. Keep conversation with passengers to a minimum; it can be distracting.
12. Be Alert!
13. While on a trip:
  - a. Visually check the outside of the bus, including tires, at every stop for fuel, food or breaks.
  - b. Each time the bus is fueled check all fluid levels. If additional fluids are needed refer to the tag on the driver's door for proper fluids to use.
  - c. If you encounter a mechanical problem follow the procedure outlined under "Bus Breakdown Procedure," page 45 of this handbook.
14. Before leaving the bus:
  - a. Make sure everything is turned off.
  - b. Check interior for items left behind. (Turn in items to school office.)
  - c. Clean interior of bus. This includes trash and sweeping the floor.
  - d. Lock all doors and put up all windows.

15. After exiting the bus:
  - a. Check all doors and make sure they are locked.
  - b. Check and make sure all lights are turned off.
  - c. Check for anything unusual. All mechanical problems need to be reported to the Maintenance Department on the return of the vehicle.
  
16. Report any misconduct to the Athletic Director.

### *ACCIDENT REPORTING*

1. Whenever any school bus accident occurs, the driver must stop at the scene and immediately notify the CHP/Police and CCCS.
  
2. In those rare cases when the school cannot be contacted and no police or CHP presents themselves, if there are no injured persons, the driver may, after taking all necessary information and establishing exact location, move the bus. In this case, the occurrence should be reported from the first available telephone.
  
3. The driver should make no admission of liability and assume no responsibility for the accident to anyone.
  
4. The driver will provide the following information as required by law: Name and address of the driver; name and address of the owner; and the license plate number of the vehicle.
  
5. Any driver involved in an accident must complete the accident form and follow the accident reporting

procedure specified in the Coaches' Handbook and outlined during the bus driver's orientation.

### ***BUS BREAKDOWN PROCEDURE***

In the event of a mechanical problem, the bus driver should:

1. Determine the severity of the problem. The students' safety is the utmost priority. Therefore, if the mechanical problem might in any way affect the safety of the passengers, the bus driver should stop the vehicle and seek the help of a professional mechanic.
2. In seeking help, consult a truck repair shop or service station. If the anticipated bill is over \$100, or if the charges appear to be out of line with normal fees, contact one of the people listed on your wallet-size "Bus Emergency Procedures" card for advice/approval. There will need to be arrangements made as well to have the students and vehicle brought back to Calvary.



*Our school is a member of the Association of  
Christian Schools International (ACSI)*

**Calvary Chapel Christian School**

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Jeff Johnson, Senior Pastor  
Yuri Escandon, School Administrator  
Glen Valuet, Elementary/Jr. High School Principal  
Ron Terrall, High School Principal