



**Veritas Christian Academy**  
**Athletic Handbook**  
**2023-2024**

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## ATHLETICS VISION

The Athletics program at Veritas Christian Academy strives for our student-athletes and coaches to, first and foremost, Glorify and Honor God with the talents and abilities He has given us. We follow the mandate found in 1 Corinthians 10:31 “whether you eat or drink or whatever you do, do it all for the glory of God,” embracing that our involvement in sport is to be viewed as an act of worship to God. Our teams state the motto, “Total Release Performance” as a reminder that we are to totally release ourselves in our athletic performance to God and that winning is not about the scores of the games, but about becoming more like Christ in each situation.

We see athletic ministry as a great tool to build valuable leadership skills and Christian character. Our coaches not only teach about how to play well, but about discipline and perseverance in the face of adversity, how to handle challenges with a steadfast mind and a courageous spirit, and how to keep our eyes fixed upon our ultimate authority, Jesus Christ. We strongly emphasize achieving excellence while integrating Christian principles and honoring the Lord through their participation in any and every “Arena”.

## OBJECTIVES of the ATHLETIC PROGRAM

The objectives of the comprehensive athletic program at Veritas Christian Academy include the following:

- To promote an understanding of the value of athletics in our society through recognition of outstanding athletic performance; and by emphasizing the educational value of athletic participation.
- To develop good citizenship and respect for rules and authority by instilling principles of justice, fair play, and good sportsmanship in students; and by learning to be part of a team.
- To promote and contribute to the goals of the total educational program through the development of physical fitness and the realization that a healthy body increases the probability of effective learning and by providing a strong program that attracts student body interests and motivates a positive learning atmosphere.

## PURPOSE of HANDBOOK

The purpose of this handbook is to provide comprehensive and relevant information for all personnel associated with the athletic program, including student-athletes, coaches, parents, and administrators.

## OBJECTIVES of HANDBOOK

The objectives of the handbook are to:

- Promote desirable, ethical practices, sportsmanship, and productive relationships among schools, coaches, participants, officials, and spectators.
- Provide information on the various regulations and policies of the MCAA.
- Provide information on the major procedures, regulations, and policies approved by the school board and school administration.
- Provide information, guidelines, and relationships on the duties and responsibilities of coaches, participants, and administrators.

# STUDENT ATHLETE SECTION

The Veritas Christian Academy Athletic Department is proud to have you as a student-athlete participating in our outstanding programs. Interscholastic sports activities provide many opportunities for you to grow and develop as a young person. As a student-athlete, your performance on the field and your behavior and actions off the field reflect on the entire athletic program and the reputation of your school and classmates. Your behavior contributes to the overall perceptions of those who know you as well as to those who don't know you personally but consider you to be a representative of your school. The Board, Head Administrator, Assistant Principal, teachers, staff, parents, and classmates ALL expect you, as a student-athlete, to conduct yourself in a manner consistent with the VCA Code of Conduct and in keeping with the philosophy of the Department of Athletics. You are encouraged by all who support you to set high goals for your own performance but to always remember that you are a member of an athletic team who, with your fellow student-athletes, can perform admirably to make your school proud of you and your sports program.

## STUDENT ATHLETE PLEDGE:

As a member of the Veritas Christian Academy Athletic Department, student-athletes are expected to know, understand, and commit to their responsibilities as student-athletes participating in the athletic program. Specifically, student-athletes are expected to take responsibility for the following:

- Communicate your sports schedule well in advance to your parents and teachers.
- Schedule your personal life so that it does not conflict with team expectations to the best of your ability to do so.
- Communicate with your coach well in advance of any commitments you have that conflict with the team schedule, such as special family events and/or doctors' appointments, etc.
- Discuss issues of concern with your coach, team captains, and parents before they become problematic.
- Abide by all the training/practice rules set forth by your coach and the Athletic Department.
- Make a commitment to your teammates and coaches to continually strive to contribute to the program.

## ACADEMIC ELIGIBILITY:

The academic success of our students is our primary purpose. Extra-curricular activities, although secondary in importance, are an integral part of our overall educational importance. It is expected that all students will maintain passing grades in every subject.

Prior to the distribution of Interim Reports (@3 weeks) each Term, the Athletic Director will be notified by the Guidance Office of any student-athletes whose grades would make them academically ineligible, or who are in danger of becoming so. The AD and the Coach will encourage the student to work hard to improve their academic standing and recover their eligibility.

Prior to report card distribution, all student-athlete grades will be reviewed by the Guidance Office, who will communicate the names of ineligible students and other concerns to the Athletic Director. Those students who are deemed academically ineligible for participation in athletics and their families will be notified by the Athletic Director in writing.

## PRE-SEASON REQUIREMENTS / PROCEDURES:

### Step 1: Health Assessment Record

This form must be completed by a physician and filed in the Main Office BEFORE the first day of practice. Students who do not have a current Health Assessment Record that clears them for play will not be admitted to practice or play in an athletic contest.

The AD must make all Veritas families aware of the requirements for participation in Athletics through written communication at least two weeks prior to the beginning of each sports season.

Physical Examinations expire 13 months from the date of Examination.

### Step 2: Code of Conduct Contract for Student-Athletes

This contract must be completed and signed by the student and a parent/guardian before the student is admitted to practice or play in an athletic Contest.

The Athlete Code of Conduct will be built on the framework of and aligned with the school's disciplinary codes. Changes to the Athlete Code of Conduct must be approved by the Head Administrator or their designee.

### Step 3: Registration

This Packet includes the Consent, Concussion, and Cardiac Arrest forms, and other forms deemed necessary by School, county, and state officials.

All forms in the Athletic Registration Packet must be completed prior to the first practice in order for the student-athlete to be eligible for participation.

Students must register for participation in athletics on an annual basis.

### Guidelines for MCAA Eligibility:

In order to participate in MCAA competition, a student must be over the age of 11 years and 11 months, and a student under the age of 19 years before September 1<sup>st</sup> of the school year during which he desires to compete

Homeschooled students are eligible to participate in MCAA competition provided they are enrolled in at least 2 core subjects at a member school.

The league president may make exceptions to this policy at his discretion to provide an orderly transition year to member schools.

The league may make further exceptions to this policy by a two-thirds majority at any league meeting.

A player may only compete in four years of varsity sport beginning in 9<sup>th</sup> grade

- Students cannot change schools without a change of legal residence that meets the Board of Education policies of residency.
- Students may play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season as long as he has spoken to the Coach to inform him/her of the schedule and concerns for the season.

## IN-SEASON REQUIREMENTS / PROCEDURES:

### General Expectations for Student-Athletes:

Athletic activities are an extension of the educational experience that a school may choose to offer. Therefore, participation is voluntary and is a privilege. Those who choose or are chosen, as a matter of due process, must be aware of the Code of Conduct for Veritas Christian Academy athletic programs and each participant is expected to operate within the framework of these rules and regulations. In general, the student-athlete is expected to:

- Be courteous to visiting teams and officials at all times.
- Play hard and to the limit of his / her ability, and keep a positive attitude. The true athlete does not give up, nor does he/she quarrel, cheat, bet, or grandstand.
- Be **modest** when successful, and be **gracious** in defeat. A true sportsman does not offer excuses for failure.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty to the school by maintaining a satisfactory scholastic standing and by participating in or supporting other school activities.
- Play for the love of the sport.
- Recognize that he/she is representing the school and should exemplify and follow the guidelines set forth by the coaching staff as well as the school's Code of Conduct during and after school.



- Maintain satisfactory academic standards and regular school attendance.

## Mandatory School Attendance:

A student-athlete must attend school for a minimum of three full blocks in order to be eligible to participate in any practice or athletic contest that afternoon or evening.

1. Student-Athletes who are absent from school are not permitted to participate in or attend practices, games, or team meetings on the same day as the absence.
2. If a student-athlete is absent on the last day of the school week, the student-athlete is not permitted to participate in athletics until their return to school the following week.
3. In the case of an absence prior to an extended school vacation, the student-athlete must provide the Athletic Director and the Coach with written notice (email or handwritten note) outlining the reason for the absence. The AD will decide whether the absence is excused and will levy the appropriate athletic consequences if it is not excused.

## Weekends:

Teams are discouraged from holding practice on Saturdays. Games and competitions may occasionally be scheduled on Saturdays if the schedule dictates such. Saturday should be reserved as the last resort in the case of a make-up competition. Teams are not permitted to practice or play in games on Sundays.

## Vacation Periods:

Student-athletes are expected to attend all practice sessions and contests, including those scheduled during vacation periods when specified by the Head Coach. Parents and student-athletes are advised to review the athletic program descriptions for specific details on the length of the season and practice requirements that may be scheduled for upcoming vacations.

## College Visits:

- Inform Coaches well in advance what days you will be using to visit colleges.
- Communicate with Coach well in advance if new College visitation dates have been scheduled during the season.

NOTE: An excused absence does not guarantee playing time or previous playing status.

## School Suspensions:

Student-Athletes serving a school suspension, whether in or out of school, are not allowed to practice with their team or participate in any athletic contests, off-site practices, or otherwise appear on school grounds until cleared to do so by the AD, in collaboration with the Head Administrator.

## Inclement Weather Situations:

When school is dismissed early due to inclement weather, no practice or open gym will be conducted. All students will go home. In case of a contest, the Coaches must be given permission to have games as long as Athletic Director and other competing teams have been communicated with and have been cleared with Director.

Transportation must be specified and communicated to parents to ensure safe and proper logistics of student-athlete.

## Cancellation of Events:

In the event any scheduled athletic event must be canceled or postponed the Athletic Office/Administration will send out a parent alert through our automated system which will include an email, a text message, and a phone call. Please be sure the school has your accurate information on file.

## Protection of Personal Valuables:

Student-athletes should leave all valuables at home, not in the locker room or classroom. When rooms are provided, Student-athletes must use rooms designated to them and no other.

## Student-Athlete Transportation Guidelines:

- Student-athletes are expected to use the transportation services the Department of Athletics arranges both to and from the athletic contests, scrimmages, or events. This practice protects student-athletes from potential harm and contributes to the building of proper team camaraderie.
- School bus rules are in effect when student-athletes are being transported for an athletic contest, scrimmage, or event. Infractions of bus rules will be dealt with in the same manner as the administration deals with school time bus violations.
- A coach will always be present on the bus when a team is traveling by bus. If the coach cannot be present due to an emergency, the Director of Athletics or Head administrator will assign a supervisor to ride the bus with the student-athletes.
- It is recognized that there will be times when extenuating circumstances may make it necessary for a student-athlete to travel to or from an athletic event separately from the team. In the event that a student-athlete needs to travel separately from the team, a permission note/email or text message from the student-athlete parent/guardian must

be presented to the Director of Athletics in advance for approval. Students will be released only to their own parent/guardian. The email, text, or permission note must be sent to the office prior to departure. For example, if the student needs to be transported to/from an event on a Saturday the permission form, text or email should be submitted to the Director of Athletic Programs on the Thursday prior to the event.

- Coaches are only permitted to allow student-athletes to travel separately from the team if they have in their possession a permission note, text, or email which has been signed by a member of the high school administration and the student's parents/guardians. Parents/guardians may give their permission for their child to ride with another authorized parent/guardian, only under exceptional circumstances, and with prior approval from the Director of Athletics.
- Students -athletes must get permission from parent/guardian by note, text, or email and be approved by the Director of Athletics before being able to drive to a contest or sports event.
- In the case of seniors using driving privileges for contests or practices with other student-athletes, there must be permission given by parent/ guardian for the driver to drive other athletes, as well as all passengers involved, must get permission to be driven by the driver prior to departure. This must be approved by the Director of Athletics.

### Violations of the Veritas Christian Academy Code of Conduct:

If an infraction of the Code of Conduct is alleged to have occurred, an investigation will ensue. The student-athletes eligibility may be temporarily suspended during the investigation. If the student is found guilty of the infraction, they will be ineligible for participation in practices and athletic contests at all levels of competition for a period of time commensurate with the regulations and consequences stated in the Veritas Code of Conduct and Disciplinary procedures in the Parent-Student Handbook.

In these cases, due process will be followed per the following procedure:

1. If an alleged infraction should occur, the coach must notify the AD immediately, who will then inform the Head Administrator as soon as possible. The AD, in collaboration with the Head Administrator, will then conduct a prompt and thorough investigation into the incident.
2. The AD will make a recommendation to the Head Administrator as to the accuracy of the allegation based on their internal investigation and recommend disciplinary action. The Head Administrator will make the final determination of consequences.
3. If, after the investigation is complete, a determination is made by the Head Administrator to suspend the student-athlete, the suspension shall be effective immediately. The Head Administrator or their designee will give written notice to the AD, the student-athlete, and their family, stating the reason for the suspension and the

timing of the consequences. The AD will notify the Coach of the suspension and will follow up with the family to answer any questions that arise.

## Guidelines for Spectator Behavior

Spectators at athletic events are always welcome and are considered to be an important, supportive component of the athletic program. Student-athletes from both teams should expect and receive respect and support from spectators, regardless of the spectators' affiliation with the student-athlete or the school. Proper behavior on the part of spectators is always appreciated and provides a good behavior model for all in attendance at an athletic event. To assure that student-athletes are not distracted by or discouraged by spectator behavior at home and/or away games, any spectator using or shouting inappropriate or abusive language will be removed from the sports activity venue and may be charged with disorderly conduct. Additionally, if groups of student or adult spectators shout profanities or use abusive language, the Director of Athletics or his designee will announce to the spectators that continued inappropriate behavior or verbal and/or gestural abuse will cause the game to be halted and possibly ended. Any spectator committing a physical or verbal action that in any way could affect the safety of players or other spectators will be removed from the sports facility/venue and will be charged with disorderly conduct. This restriction applies to rental facilities and contests played away from Veritas Christian Academy.

## Team Captain:

A team captain should have the following leadership qualities:

- Be a role model for the other student-athletes on the team.
- A leader that honors God through Servanthood, Humbleness, Honesty, and Love
- Be a hardworking, committed, dedicated team player.
- Demonstrate a positive attitude and show respect for coaches, teachers, adults, and peers.
- Exhibit good citizenship and be dependable, loyal, trustworthy, and unselfish.
- Show a great deal of pride in the team, the school, and the community.
- Be committed to being alcohol and drug-free, and show social confidence as a drug-free student-athlete.
- Have a strong self-image, be mature, be motivated, and have good communication skills.
- Demonstrate good school behavior and maintain acceptable academic progress.
- Demonstrate a willingness to follow the regulations documented in the Veritas Christian Academy Code of Conduct and the specific team rules for his / her sport.
- Act as a liaison between teammates, coaches, and the Director of Athletics, as appropriate, and assist in the process of resolving conflicts, issues, and problems.

## Team Captain Selections:

- Candidates must be current team members in good academic standing, as determined by the Guidance Office school counselors and school administration. If the specific sports team does not have any seniors on the squad, then juniors may be considered after consultation with the Director of Athletic Programs.
- The head coach will nominate potential candidates for team captain(s). Prior to voting for the candidates, the head coach is to address the team about the importance of leadership and how honoring God and others goes along with being a captain at Veritas Christian Academy. At that time, the coach is expected to outline to all team members the qualities of an effective leader and the responsibilities of a captain of that program. Only current Senior players and coaches will vote on this matter.
- The school administration, athletic director, and the head coach will review the candidates to determine their eligibility as measured by the leadership qualities listed above.
- The school administration, working with the athletic director, reserves the right to withdraw a candidate from the slate of nominees based on academic or disciplinary records. The student-athletes and coaches will vote for a captain(s) on the ballot paper provided by the Athletics Office, following the administrative review of nominees.

## END of SEASON ACTIVITIES / EXPECTATIONS:

### Athletic Awards:

A very important aspect of the Department of Athletics' mission statement is to honor student-athletes who have met and exceeded expectations and standards for performance. The following is a list of athletic awards and scholarships available to student-athletes in the Veritas Christian Academy Conference.

Heart of a Lion:

Most Valuable Player:

Most Improved Player:

Coaches Award:

Golden Glove Award:

Sharp Shooters Award:

Defensive Player of the Year:

Offensive Player of the Year:

TRP Award:

Showstopper Soccer Goalie Award:

## Criteria for Consideration for Award of Varsity Letters:

The following criteria are: (based on MCAA guidelines)

- Soccer (Boys): Participate in 50% of games played.
- Soccer (Girls): Participate in 50% of games played.
- Basketball (Boys): Play in 50% of total quarters played.
- Basketball (Girls): Play in 50% of total quarters played.
- Baseball: Participate in 50% of the games played or 25% of games for pitchers.
- Softball: Appear in 50% of varsity games.
- Volleyball (Girls): Play 50% of varsity competition vs. junior varsity competition
- Volleyball (Boys): Play 50% of varsity competition vs. junior varsity competition

**Coaches will also consider the following criteria when determining awarding of varsity letters for Student-Athletes:**

Conduct

Dedication and effort

Citizenship: On and off the field

# COACHES SECTION

The Veritas Christian Academy Department of Athletics is proud to have you as a coach participating in our outstanding athletic programs. Interscholastic and intramural sports activities provide many opportunities for our student-athletes to grow and prosper under your leadership and supervision as their coaches. As a coach, your performance on the field and your behavior and actions off the field reflect on the entire athletic program and the reputation of the Veritas Christian Academy. In the role of coach, your attitude toward the student-athlete and your personal behavior contribute to the development of the student-athletes character and overall growth as a human being. The Board, school administrators, teachers, staff, parents, and fellow coaches ALL support your efforts to teach student-athletes and to help them develop into young men and women who will contribute to society in meaningful ways. You are encouraged by all who support you to set high goals for your own performance as a coach and to work as a team member with your fellow coaches to make Veritas Christian Academy proud of our sports program.

## Performance Expectations for Coaches

The function of a coach is to teach attitudes, proper habits, knowledge, and skills. The athletic program is designed to enhance academic achievement and should never interfere with

opportunities for academic success. Each student-athlete should be treated as an individual whose welfare shall always be primary. The coach must be aware that he or she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.

- In all personal contact with the student-athlete, officials, athletic directors, administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach will support and enforce school rules for the prevention of drug, alcohol, and tobacco use and abuse, and under no circumstances shall authorize the use of these substances.
- The coach will promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach will be thoroughly acquainted with contest, state, league, and local rules, and will be responsible for their interpretation to team members. The coach will always abide by the letter and spirit of these rules.
- The coach will actively use their influence to enhance sportsmanship by their spectators.
- Contest officials will have the respect and support of the coach. The coach will never indulge in conduct that will incite players or spectators against the officials or against each other. Public criticism of officials or players is unethical.
- Before and after contests, rival coaches will meet and exchange friendly greetings to set the correct tone for the event.
- The coach will not exert pressure on teachers to give student-athletes special consideration.
- The coach will work cooperatively with the AD to make decisions concerning schedules, times of games, officials, transportation, dressing facilities, and eligibility lists; however, the AD reserves the right and has the responsibility to make all decisions to benefit the entire sports program and not to show favoritism to or special treatment of any particular sports team, boys or girls, during any of the three sports seasons. Games shall be scheduled with the AD, AFTER NEXT YEAR'S ACADEMIC SCHEDULING.
- Coaches are employees of Veritas Christian Academy and must agree to abide by and follow all Board policies, administrative regulations, applicable state statutes, and Department of Athletics procedures.

## Conflict of Interest

- A coach may not use his/her coaching position, connections / network for any direct or indirect personal gain.
- Coaches shall not, directly, or indirectly, attempt to engage in any sales transactions between student-athletes or their parents and any business/corporation by which they are employed as long as they remain an employee of Veritas Christian Academy.

- Violation of this conflict-of-interest provision will result in the termination of a coach's employment.

## ROLES & RESPONSIBILITIES

### Spiritual - The Athletic Director will...

- First and foremost, be a Christian leader of young men and women, constantly setting a fine personal example of what it means to be a Christian athlete. They must be openly committed to Christ and sign the Veritas Christian Academy Statement of Faith.
- Must be of good moral standing and have evidence of Christian faith, including but not limited to prayer, bible reading, and regular attendance at a bible preaching local church.
- Lead by example in the way they teach and instruct teams and student-athletes, teaching and encouraging student-athletes to grow in character and faith.
- Demonstrate high moral character, integrity, and concern for the welfare of the athletes he/she coaches. Maintain a professional appearance at all times.
- Be consistent and fair in all rules and regulations applied to the athletes they coach.
- Demonstrate the ability to identify personal strengths, weaknesses, skills, and limitations, and use this understanding profitably.
- Demonstrate the desire to grow, develop, and mature both spiritually and professionally.
- Demonstrate a spirit of cooperation and willingness to serve as a team.

### General Duties - The Athletic Director will...

- Provides leadership, coordination, and innovation in athletics so the coaching staff, the students, and the community derive maximum benefit from the extracurricular athletic activities available to students at Veritas Christian Academy.
- Directly supervises all personnel who are involved in the schools' athletic programs.
- Keep the Head Administrator fully informed of all information concerning the Department of Athletics.
- Assume full responsibility for the implementation and operation of the school interscholastic athletic program which includes scheduling and rescheduling of games, security, transportation, game personnel, and officials.
- Oversee and direct the hiring and supervision of interscholastic coaches per the school-approved guidelines for the hiring of staff and evaluation of staff performance, and will serve as a mentor to all new Head Coaches for the duration of his / her first sports season as coach.



- Be responsible for the budgeting, ordering, repair, maintenance, inventory, and distribution of all athletic supplies and equipment. Budget planning must reflect the appropriate distribution of funding across all sports areas and sports seasons, resulting in equity in spending for all students.
- Administer the athletic program in accordance with school district policies, school regulations, and regulations of the MCAA.
- Prepare an evaluation of each Head Coach at the end of each sport's season and will conduct a performance evaluation conference with the Head Coach, and make a recommendation for continuation in the program, as appropriate.
- Direct the Head Coach (1) to prepare an evaluation of each Assistant Coach at the end of each sport's season, and (2) to conduct a performance evaluation conference with each coach prior to submitting the evaluation documents/forms to the Athletic Director. The Athletic Director reserves the right to assist with or observe all such performance evaluation conferences.
- Be responsible for instructing all coaches annually on the updated and revised Athletic Handbook, VCA Code of Conduct, and all other policies and administrative regulations that govern the overall operation of the athletic program. A signed document showing that the coaches have received these instructions from the Athletic Director must be on file in the Director's office for each season that the individual is hired to be a coach.
- Oversee the operation and scheduling of the use of fields and athletic facilities, and will work with the appropriate community representatives, such as the Director of the Town Recreation Department, to coordinate the use of town fields and facilities.
- Disseminate a current copy of the Athletic Handbook to the Head Administrator, the Assistant Principal, the school counselor, student-athletes, coaches, and parents on an annual basis. In addition, the handbook is to be posted on the school website.
- Oversee all sports programs for both boys and girls and promote each program for the overall good of students and the school.
- Represent the school in appropriate professional organizations, through community outreach efforts/contacts, and serve as a liaison between the Public Schools and the leadership/membership of youth sports programs.
- Serve as a consultant to the Board in their efforts to assess the status of athletic facilities and fields and to make recommendations for improvement. The Athletic Director must recognize that all such improvements must be processed according to the Board of Directors' approved policy.
- Serve as a liaison to all sports booster groups (If such exist) and monitor the ongoing activities of said groups to determine adherence to Board policy and administrative regulations.

## Spiritual - The Head Coach will...

- First and foremost, be a Christian leader of young men and women, constantly setting a fine personal example of what it means to be a Christian athlete. They must be openly committed to Christ and sign the Veritas Christian Academy Statement of Faith.
- Must be of good moral standing and have evidence of Christian faith, including but not limited to prayer, bible reading, and regular attendance at a bible preaching local church.
- Lead by example in the way they teach and instruct teams and student-athletes, teaching and encouraging student-athletes to grow in character and faith.
- Demonstrate high moral character, integrity, and concern for the welfare of the athletes he/she coaches. Maintain a professional appearance at all times.
- Be consistent and fair in all rules and regulations applied to the athletes they coach.
- Demonstrate the ability to identify personal strengths, weaknesses, skills, and limitations, and use this understanding profitably.
- Demonstrate the desire to grow, develop, and mature both spiritually and professionally.
- Demonstrate a spirit of cooperation and willingness to serve as a team.

## General Duties - The Head Coach will...

- Motivate existing VCA student-athletes to join the team and develop them spiritually and athletically.
- Develop practice plans.
- Coach players individually and in groups, and demonstrate game techniques.
- Develop and implement game strategy and position assignments.
- Set the team's depth chart and openly communicate with each player at all times their strengths, weaknesses, and areas of growth and share in their successes.
- Ensure adherence to all Metro Christian Athletic Association rules.
- Develop a like-minded coaching staff.
- Interface and develop relationships with the player's family and communicate with them.
- Working in tandem with AD, managing all administrative activities for the specific program - scheduling, statistics entry into website platforms, scorebook assignments, etc.
- Support the AD with regard to transportation to and from games.
- Monitor academic progress and status of players with AD.
- Monitor and maintain the discipline and conduct of student-athletes with the AD.
- Work with AD to schedule non-conference opponents & tournaments each year.
- Notify the AD about any player milestones (i.e. 1000 points) and take the lead role in celebrating the athlete's accomplishments in coordination with the AD.
- Notify the AD immediately of any and all issues regarding student injury as a result of participation in a sports practice or game.

- Promote the athletic department through community events, public speaking at senior night & awards banquet, any fundraising ideas, high school sports website (Maxpreps.com & NJ.com), and working in cooperation with VCA marketing.
- Scout future opponents (time permitting) to ensure the team is prepared for future games.
- Work with student-athletes who show a desire to play in college. Guide them in their process and outreach on their behalf to network college coaches.
- Inform the AD immediately if the coach will be late to any practice or contest so that the AD can be sure to supervise athletes after school hours.
- Conduct a thorough check of the facility after each practice session and game. The coach designee should be the last to leave practice or the game.
- Ensure that no more than 3 games are scheduled in any given week, with the exception of a tournament or weekend trip, which must be approved by the AD. \*There shall not be more than 2 games back to back in the same week during season play.

### Spiritual - The Assistant Coach will...

- First and foremost, be a Christian leader of young men and women, constantly setting a fine personal example of what it means to be a Christian athlete. They must be openly committed to Christ and sign the Veritas Christian Academy Statement of Faith.
- Must be of good moral standing and have evidence of Christian faith, including but not limited to prayer, bible reading, and regular attendance at a bible preaching local church.
- Lead by example in the way they teach and instruct teams and student-athletes, teaching and encouraging student-athletes to grow in character and faith.
- Demonstrate high moral character, integrity, and concern for the welfare of the athletes he/she coaches. Maintain a professional appearance at all times.
- Be consistent and fair in all rules and regulations applied to the athletes they coach.
- Demonstrate the ability to identify personal strengths, weaknesses, skills and limitations, and use this understanding profitably.
- Demonstrate the desire to grow, develop, and mature both spiritually and professionally.
- Demonstrate a spirit of cooperation and willingness to serve as a team.

### General Duties - The Assistant Coach will...

- Report to the Head Coach and the Director of Athletics

- Carry out the purpose and objectives of the program as outlined by the Head Coach and Director of Athletics.
- Instruct athletes in individual and team fundamentals, game strategies, and physical training as necessary to realize a degree of individual and team success.
- Have a thorough knowledge of athletic policies approved by the Board, as well as administrative regulations, and will be responsible for the implementation of said policies.
- Understand the proper administrative line of command and will communicate to the Head Coach and Director of Athletics any and all conflict resolution issues.
- Maintain discipline and will work to increase morale and cooperation within the school sports program and the school's community.
- Provide proper safeguards for maintenance and protection of assigned equipment and facilities sites.
- Provide and abide by the same training rules as the Head Coach.
- Supervise and direct practices, games, and team trips, as appropriate and within the approved guidelines per the Head Coach and the Director of Athletics.
- Be accountable to the Head Coach for all equipment and inventory of equipment and supplies.
- Recommend to the Head Coach needed budgetary items in an area of the program in keeping with the normal budget cycle.
- Examine and supervise locker rooms before and after practices and games, including checking on the general cleanliness of the facility.
- Attend all required athletic staff meetings.
- Perform other duties that are consistent with the nature of the position and that may be required by the Head Coach or the Director of Athletics.

### Non-School Day Practices

- If a coach desires to practice on a non-school day, he/she must have the approval of the Director of Athletics. Advance notice must be given to the Director of Athletics for practices or workouts planned when school is not in session.
- Team members must enter and leave the building through the designated outside doors on non-school days.
- Team members are not permitted to go beyond the athletic facilities on non-school days.

### Team Selection Guidelines

- The coach in charge of each individual team is responsible for the selection of the members of that team.

- The following criteria should be used in selecting teams:
  - The student-athlete's athletic and skill ability.
  - The number of available positions on the team is based on the ratio of student-athletes to coaches.
  - The grade level of the candidates. (It is more difficult to apply some of the above criteria to younger student-athletes than older ones.)
- Head coaches should convey to their assistants what criteria they believe to be important in the selection of a team for a particular sport.
- Prior to the final selection of any particular team, the coach, who is immediately responsible for the selection of the team, should confer with any assistant coaches that he/she has and with the Head Coach of the program.

It is recognized that “cutting” student-athletes is a difficult thing for all parties involved. It is also recognized that at times “cutting” will be necessary. Thus, it is suggested that the reasons for “cutting” student-athletes from a team be considered very carefully before being carried out.

- Anytime that “cuts” must be carried out, the Director of Athletics should be informed in advance. The Director of Athletics should inform the Head Administrator that there are “cuts” pending.
- If a coach thinks that he/she may have to have “cuts,” he/she should inform the student-athletes and their parents of this possibility at the start of the tryout period. Additionally, the coach should give the student-athletes a firm date as to when “cuts” will be carried out.
- The coach should be cautious and very thorough in deciding on “cuts” because of the emotional impact a “cut” may have on a student-athlete.
- If “cuts” take place, the student-athletes being cut will be informed personally and privately of the decision by the coach or designee. (Athletes should never be informed via lists, other students, or similar impersonal manners).

## Safeguarding Student Athletes

Participation in athletics is a privilege involving both responsibilities and rights. The student-athletes responsibilities are to play fair, to give his / her best, to keep fit through training and conditioning, and to conduct himself/herself with credit to the sport and school. In turn, the student has the right to optimal protection against injury as this may be assured through good conditioning and technical instruction, proper regulation and conditions of play, and adequate health supervision. Periodic evaluation of each of these factors will help to assure a safe and healthful experience for players. The list below provides parameters for safeguarding the safety of the student-athlete.

- Proper conditioning of student-athletes helps to prevent injuries by hardening the body and increasing resistance to fatigue.
- Prospective players will be given suggestions by the coaching staff for participation in activities for pre-season conditioning.
- A minimum of two weeks of practice before the first game or contest will promote a level of skill/readiness to play the sport.
- Each student-athlete will be required to warm up thoroughly prior to participation in practices or games.
- Substitutions will be made without hesitation when players evidence exhaustion or injury to safeguard the physical well-being of the student-athlete.
- Careful coaching leads to skillful performance, which lowers the incidence of injuries.
- Proper emphasis will be given to safety in teaching techniques and elements of play.
- Injuries will be carefully analyzed to determine causes and to suggest preventive programs and strategies.
- Tactics or shortcuts will be discouraged which may increase the hazards of athletic play and thus the incidence of injuries.
- Practice periods will be carefully planned and of reasonable duration.
- Good officiating promotes the enjoyment of the game as well as the protection of players.
- Players, as well as coaches, will be thoroughly schooled in the rules of the game prior to play.
- All rules and regulations will be strictly enforced in practice periods as well as in games.
- All officials employed will be qualified both emotionally and technically for their responsibilities in the sports program.
- Proper equipment and facilities serve a unique purpose in the protection of players.
- Proper and appropriate protective equipment will be provided and required for contact sports.
- Careful attention will be given to proper fitting and adjustment of equipment.
- Equipment will be properly maintained, and worn, and outmoded equipment will be discarded.
- Proper areas for play will be provided and carefully maintained. Adequate medical care is a necessity in the prevention and control of athletic injuries.
- A thorough pre-season medical exam will be required as appropriate to the nature of the sport.
- Authority or clearance from a physician will be required before an athlete can return to practice after being out of play due to injury.
- Proper care will be given to student-athletes by the coach or trainer, limited to first aid and medically prescribed services.

## Procedures to Activate Emergency Medical Services (EMS)

### Preventative Steps:

1. Make sure your team medical kit is fully stocked
2. For home events (practices/games), coaches should have a cell phone available.
3. Coaches must always have Emergency Medical Contact sheets with them for their athletes and team managers.
4. Know the location of the closest AED (when possible)
5. In the event of a serious/life-threatening injury, the coach and/or athletic trainer should:
  - a. Provide immediate care to the injured athlete.
  - b. Have someone activate EMS: Dial 911
  - c. The person speaking with EMS should provide the following information:
    1. name
    2. location
    3. # of individuals injured
    4. type of injury and condition of injured
    5. first aid treatment provided
    6. specific venue directions (location of venue)
    7. other information as requested
    8. always stay on the line until EMS operator hangs up
    9. Designate an individual to wait for EMS at the door and then direct EMS to the scene.
    10. If a guardian is unavailable, an assistant coach **MUST accompany the athlete with EMS.**
  - d. Remain calm – Have someone notify the athletic director if they are on site.
6. At the earliest available time, coaches must follow up with the parents of all affected athletes. The coach may request administrative support with this if necessary.

### Follow Up:

- Complete an accident report for the incident. The coach is responsible for completing the accident report and submitting it to the athletic director within 24 hours.
- Follow up with Parent/Guardian.

