

APPLEWOOD CHRISTIAN SCHOOL

# ATHLETIC PROGRAM MANUAL

Revised October 2023

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# **INTRODUCTION**

Welcome to the Applewood Christian School (ACS) Athletic Program. This Program was established to help develop and encourage our students that desire to play Christ-centered competitive sports in the areas of character, integrity, discipline, individual and team-oriented skills, and leadership.

At Applewood Christian School, we strive to compete with a level of character, intensity, enthusiasm, and sportsmanship that is consistent with our Christian faith.

We desire to have championship teams but not by sacrificing our Christian witness or academics program. Athletics enhances the overall education process by demanding discipline, sportsmanship, self-control, teamwork, time management, and physical conditioning of each athlete.

Countless hours are volunteered by the Athletic Committee, Coaches, and Parents to help make the Applewood's Sports Program a success. Everyone involved with the Athletic program is an unpaid volunteer. We need your prayers and assistance to help improve this program.

This manual establishes the processes for the ACS Athletic Program by defining roles, responsibilities, procedures, and expectations. This document can't cover every conceivable issue associated with the sports program, as such, sound judgment should be exercised.

With every competition there are victories as well as defeats. Our focus is NOT on victories, it is on doing our very best with the gifts that GOD has blessed us with. We will praise HIM in both wins and losses. We will always be gracious in victory as well as defeat.

## **PURPOSE**

The purpose of our athletic program is to:

- Honor GOD in all that we do.
- Glorify GOD through the use of the gifts and talents that HE has given us.
- Provide a Christ-centered environment to develop our God-given athletic talents.
- Develop leadership, followership, discipline, respect, self-control, character, fitness, and sportsmanship.
- Enhance the entire Christian education process.
- Instill in the players, coaches, and fans a Christ-centered attitude about athletic competition.
- Instill values for teammates, opponents, coaches, spectators and officials that is consistent with GOD's teaching.
- Develop individual and team skills and strategies.
- Always strive to honor GOD with our attitudes, demeanor, words, and our actions.

# OPERATIONS

## ATHLETIC COMMITTEE

### **PURPOSE**

The Athletic Committee is charged with fielding, equipping, coaching, and overseeing every aspect of the ACS Sports Program.

### **POSITIONS & RESPONSIBILITIES**

The Athletic Committee is made up of the following positions:

- Athletic Director
- Schedulers
- Secretary
- Treasurer
- Coaches

**ATHLETIC DIRECTOR:** The Athletic Director is the head of the Athletic Committee and is responsible for the overall operation of the Athletic Program. The Athletic Director is the primary focal point for all sports activities associated with Applewood Christian School. The Athletic Director is appointed by and reports to the ACS School Board.

The Athletic Director is charged with the following responsibilities:

- Oversees the overall operation of the Athletic Program, the Athletic Committee, and its associated meetings.
- Provides an agenda for each meeting to the Athletic Committee members at least 24 hours prior to the meeting.
- Continuously monitors all financial transactions of the Athletic Program.
- Has signature authority on all Athletic Program financial accounts.
- Effectively communicate with the School Board, Athletic Committee, Administration, and parents.
- Ensures all Coaches have a background check performed prior to **ANY** contact with ACS students (Coordinate with ACS Administration).
- Represents the Athletic Committee at all of the ACS School Board Meetings.
- Ensures all applicable Athletic Program information is included on the ACS “official” calendar and website.
- Ensures that the Athletic Program Manual is updated, approved, and republished as needed.
- Maintains a complete inventory of all sporting equipment, sports physicals, and insurance forms.
- Distributes, collects, and compiles a parental “how it went” survey after each season.
- Shares survey feedback with Coaches and the School Board.
- Provides addresses to away competitions (via the ACS Website).
- Coordinates and hosts the post season Awards Night.
- Coordinates the Awards Night Slideshow (see ACS Admin for parent name)
- Adheres to all the rules, regulations, and guidance within this manual.

**SCHEDULER:** The Scheduler is approved by the Athletic Committee, reports to the Athletic Director and is charged with overseeing all scheduling aspects of the Athletic Program for their respective season(s).

The Scheduler is charged with the following responsibilities:

- Communicate with coach to determine schedule boundaries.
- Coordinates all facility schedules (gym & fields).
- Schedules all competitions (regular season and post season).
- Communicate schedule and any changes to ACS Administration, coach, and concession manager.
- Schedules all game officials.
- Verifies each scheduled game, facilities, and officials at least **one week** prior to the competition.
- Adheres to all the rules, regulation, and guidance within this manual.

**TREASURER:** The Treasurer is selected by the Athletic Committee, reports to the Athletic Director and is charged with overseeing all the finances of the Athletic Program.

The Treasurer is charged with the following responsibilities:

- Is the focal point for all financial issues of the Athletic Program.
- Maintains accurate financial records for the Athletic Program.
- Creates and presents a current financial report for each Athletic Committee meeting or as needed by the Athletic Director. This report will include current funds, outstanding debts, trends, transactions, and budget surpluses/shortfalls.
- Works with ACS Administration Staff for any deposits made into the Athletic Program financial accounts.
- Has signature authority on all Athletic Program financial accounts.
- Analyzes and forecasts spending trends for the Athletic Program.
- Advises the Athletic Committee on all matters financial.
- Accomplishes an annual third-party audit of all accounts performed.
- Keep receipts for a minimum of 5 years for replacement(s) of sports related equipment.
- Adheres to all the rules, regulation, and guidance within this manual

**SECRETARY:** The Secretary is selected by the Athletic Committee, reports to the Athletic Director and is charged with documenting all official actions of the Athletic Committee.

The Secretary is charged with the following responsibilities:

- Will record/maintain accurate meeting minutes and records for the Athletic Program.
- Will maintain a binder with all meeting minutes and records (held in ACS Office).
- Will adhere to all the rules, regulation, and guidance within this manual.

**COACH:** Each coach is selected by the ACS School Board and reports to the Athletic Director. Each coach is charged with effectively running their respective sport. Each sport will have a single designated "Head Coach" and may have **one** designated "Assistant Coach".

Coaches are charged with the following responsibilities:

- Lead his/her team as an exceptional Christian role model.

- Maintain a strong Christian witness at all times.
- Exhibit Christ-like behavior in conversation and actions at all sports events.
- Balance the pursuit of excellence on the field/court with the pursuit of godly virtues.
- Treat all Athletes with respect.
- Communicate effectively with athletes/parents.
- Be encouraging to every player.
- Be subject to the authority of the Athletic Director, as well as Game/Tournament Officials.
- Adhere to all the rules, regulation, and guidance within this manual.
- Be knowledgeable of his/her respective sport.
- Hold a preseason organizational meeting for all interested students.
- Ensure all required forms and obligations are submitted prior to playing/practicing of any player.
- Coordinate and publish all practice schedules for players and parents.
- Coordinate with the Scheduler for any game changes or problems.
- Coaches will, to the maximum extent possible, limit activities to 4 per week (not including tournaments).
- Coordinate for Team and Individual "Hero Shots" photographs.
- Issue, track, and collect all uniform and equipment items during the season.
- Maintain an inventory of all applicable sports equipment.
- Ensure medical/insurance forms are brought to every game.
- Ensure a first aid kit is brought to every competition.
- Organize and administer his/her respective team.
- Oversee all player and team conduct (and discipline as needed).
- Instruct individual and team skills, conditioning, and Christ-centered sportsmanship
- Establish productive practices designed to improve player/team abilities.
- Ensure the health and well-being of all players at all official practices and games until relieved by the parent/guardian.
- Focus on the development of each player and the team, not the final score.
- Be available to parents and players for issues.
- Protect the safety of the players at all times and provide appropriate supervision during practices and games.
- Present certificates and awards to his/her players at the Awards Night

## **APPOINTMENT & NOMINATION**

The Athletic Director will be interviewed and appointed by the ACS School Board. This appointment is reviewed/renewed annually by the Athletic Committee and ACS School Board. There are no term limits on the Athletic Director position. The Athletic Director will be evaluated annually by the ACS School Board concerning his/her performance.

All prospective Coaches will be recommended to the ACS School Board by the Athletic Committee. Each will be approved by the ACS School Board. There is no term limit placed on the Coaches. Annual performance feedback will be provided by the Athletic Director at the end of their respective season. Anyone interested in coaching (or assisting) an ACS team should contact the Athletic Director.

The Athletic Director and all Coaches will have a background check performed prior to **ANY** contact with students/student athletes. (ACS Administration responsibility).

Athletic Committee Officers (Schedulers, Secretary, Treasurer) are selected by the Athletic Committee. There is no term limit placed on these positions. A coach may also hold an officer position. For voting purposes, a coach who is also an officer, has only a single vote.

Resignations by any member should be in writing (email acceptable) so that there is no confusion about status.

## **PROGRAM OPERATIONS**

The Athletic Program has two distinct operations: Long Range and Short Range. Long Range events are typically those coordinated/worked or forecast well in advance of any sports season (i.e., schedules, budgets, equipment purchases, etc.). Short Range execution is “real time” and therefore typically much more time sensitive (i.e., execution of the current sports season). Long Range operations are directed by the Athletic Committee whereas Short Range operations are directed typically by each respective Coach in conjunction with the Athletic Director.

## **ATHLETIC COMMITTEE OPERATIONS**

**AUTHORITY:** The Athletic Committee is authorized (by the ACS School Board) to make all decisions concerning the Athletic Program. The Athletic Committee will work to mesh operations with other programs at Applewood. The ACS School Board can and should intervene if there is/are unresolved conflicts with any other programs at ACS.

**CHAIN OF COMMAND:** The Athletic Director reports directly to the ACS School Board. As such, the Athletic Director represents the entire Athletic Committee to the School Board on all aspects concerning the ACS Sports Program. The Coaches (and Athletic Committee Officers) report directly to the Athletic Director. All committee members are obligated to uphold all ACS rules and regulations.

**ATHLETIC PROGRAM OPERATING MANUAL:** This Manual is drafted by and is the responsibility of the Athletic Committee. It will be reviewed and updated as needed. Supplements to this Manual will come from the Athletic Committee in the form of meeting minutes. These minutes will be directive in nature and will be incorporated into this Manual annually. Once approved by the School Board, the Manual will be published (PDF format) on the ACS School Website for reference by any interested party.

## **OFFICIAL MEETING PROCEDURES**

The Athletic Committee will schedule and hold regular meetings to effectively manage/execute the sports program (typically these meetings are monthly). Personal schedules should be considered when establishing meeting times.

All Athletic Committee meetings are deemed “open” meetings and as such all interested parties are welcome and encouraged to attend. **ALL PARENTS ARE WELCOME AND ENCOURAGED TO ATTEND ATHLETIC COMMITTEE MEETINGS.**

Executive Session: The Athletic Director may direct this type of session to discuss **ONLY** personal information (i.e., family finances, player health issues, unresolved interpersonal conflict). Once in Executive Session, no “public” information will be discussed. That “public” discussion will be deferred to the next official meeting. Executive Sessions should be scheduled and held after the “open” portions of the meeting.

Meetings will be documented by the Secretary in the form of formal Minutes. The Official Meeting Minutes will be maintained by the Secretary. A copy of the official Minutes can be made available upon



request. This public version will be “redacted” of any personal information discussed in “Executive Session”.

All Athletic Committee Members should attend each meeting. Any planned absences must be coordinated with the Athletic Director. Any member that misses more than three (3) consecutive meetings is placed into probation. Probation means that a member loses voting privileges for the next Committee meeting and isn't counted towards the establishment of a quorum for that meeting. **Make sure your representative is present if you cannot be.**

**GOVERNANCE & VOTING:** All meetings and committee voting will be governed by Roberts Rules of Order. Additions/Exceptions to Roberts Rules are noted below.

**AGENDA:** Each meeting will have an agenda (created by the Athletic Director). As a minimum this agenda will review previous minutes, review current finances, discuss old business, discuss new business, and have an open discussion section.

**QUORUM:** A quorum must be present in order to have an official meeting. No business will be voted upon nor enacted without a quorum present. A quorum is defined as at least 50% of the current voting members of Athletic Committee.

**MOTIONS:** Only members of the Athletic Committee are able to make and/or second motions (this includes the Athletic Director).

**VOTING:** Voting is limited to only members of the Athletic Committee (does not include those members on probation or having a non-voting status). Voting procedures are based on a simple majority. Voting responses can be “Yes”, “No”, or “Abstain”. *Abstain* should only be used when there is a direct personal conflict with the decision/motion at hand.

**EMAIL VOTING:** The use of email can be used by the Athletic Director to vote on time-critical decisions by the Athletic Committee. A formal email will state the decision requested and give appropriate background and supporting information. The email will also establish a suspense date/time for the response. For those not able to access email, a telephonic poll of that member will suffice and be annotated accordingly. After email votes are tallied, the Athletic Director will send out the results of the vote as well as how each member voted. This email decision will be reviewed and incorporated in the meeting minutes of the next scheduled Athletic Committee meeting.

## **LONG RANGE OPERATIONS**

**SCHEDULING:** It is the responsibility of each respective scheduler to coordinate and “build” the game schedules for each sports team. Since school sports schedules fill up quickly it is imperative that the scheduler start this process quickly after the conclusion of each sports season. Deadlines for finalized schedules to be given to the Athletic Director, coach, and ACS office are as follows:

- Fall JV/V Sports – First day of August or sooner
- Fall JH Sports – First day of September or sooner
- Basketball – JH/JV/V – First day of October or sooner
- Spring JV/V Sports – First day of February or sooner

The Athletic Committee has identified an acceptable number of games/tournaments for each level for each season. The Athletic Committee considered the student athletes' commitment to their

respective team and their commitment to academic excellence. Any deviation from this schedule must be approved by the AD. Therefore, the following game/tournament restrictions are as follows:

- Varsity level – 18 games and 2 tournaments or 16 games and 3 tournaments.
- JV level – 16 games and 2 tournaments or 14 games and 3 tournaments.
- JH level – 12 games and 1 tournament or 10 games and 2 tournaments.
- All teams: Regionals and/or Nationals (as applicable)

**RESTRICTIONS:** The schedule will be built so as to minimize classroom time away from school. Each sport is limited to missing only one (1) full ACS school day per season. The ACS School Board is the only approval authority to exceed the one-full-day rule.

**MAPLEWOOD CHURCH FACILITIES:** Any Wednesday use of the ACS gym must end no later than 5:00 pm due to Maplewood Church events.

**CONTRACTS:** Email coordinated and agreed upon schedules will be deemed signed contracts.

**EQUIPMENT PURCHASES:** All equipment purchases in excess of \$500 will be presented to and voted upon by the Athletic Committee. Single purchases of \$500 or less can be made by the Athletic Director after discussion with the Treasurer only if the budget can support this purchase. The details of these purchases will be presented at the next Athletic Committee meeting.

**TOURNAMENT FEES:** Fees are a normal part of participating in a Tournament. These Fees will be part of the annual budget and no special vote is required for the Athletic Director to utilize these funds. Tournament Fees in excess of \$500 will be voted upon by the Athletic Committee. The Athletic Committee will cover the cost of one tournament. **Any additional tournaments will be at a 50% cost to the parent.**

**FINANCIAL PLANNING & BUDGETING:** A balanced budget is required. At no time will the Athletic Committee expend funds it does not have. The Athletic Committee will forecast the need for uniforms, expendables (balls, tape, nets, first aid etc.), referees, awards, and gym fees.

## **SHORT RANGE OPERATIONS**

**WEATHER ISSUES:** Weather cancellation decisions should include not only meteorological factors (precipitation, temperature) but also hazardous driving conditions locally and at the opponent's facilities (as applicable).

**NO PLAYER WILL EVER BE PUT IN DANGER DUE TO WEATHER CONDITIONS. ALL DECISIONS MUST BE CONSERVATIVE!**

**PARENTS ALWAYS HAVE THE FINAL SAY ON WHETHER THEIR CHILDREN SHOULD PLAY OR PRACTICE.** Parents should not use this choice lightly or frivolously. Excessive absence will impact the entire team and could impact their child's subsequent participation during games.

**GAME CANCELLATION (ACS School Day):** Even though the ACS school day may be cancelled, each scheduled game and/or practice will be evaluated later in the day for possible cancellation. The Athletic Director in conjunction with the Coach and opposing team's Athletic Director/Coach (as applicable) will make the decision to play or not. Each coach will inform his/her respective team as quickly as possible.

**GAME CANCELLATION (Non-ACS School Day):** The Athletic Director will make the cancellation determination by 12:00pm and will notify the affected coach and opposing school athletic director. The Athletic Director in conjunction with the Coach and opposing team's Athletic Director/Coach (as applicable) will make the decision to play or not. Any weather issues immediately prior to or during a game will be decided upon by the respective coach. If, in the opinion of the coach, the weather is too hazardous to play then he/she will communicate that to the players, parents, opponents (coach) and ACS Athletic Director immediately.

**PRACTICE CANCELLATION:** Coaches will notify all parents and/or athletes as soon as possible.

**GAME VERIFICATION:** The Scheduler will verify every game and referee assignment at least one week in advance of the competition.

**MISCELLANEOUS CHANGES:** Any additional changes to facilities, driving instructions, uniform wear etc. will be communicated to the families/players as soon as possible.

**COMMUNICATIONS:** The Athletic Committee will strive to keep Athletes and Parents informed as early as possible about things pertaining to each sport. Correspondence will be via one or more of the following: One Call, Text, Phone, ACS website or Email. Parents are strongly encouraged to use email, phone, or text to correspond your respective coach. It is imperative that any changes to email addresses and phones number be forwarded to the Coach immediately.

## **FINANCES**

The Athletic Committee makes all financial decisions related to the Athletic Program. The Athletic Program is completely self-sufficient financially. NO ACS TUITION IS USED TO FUND SPORTS.

Funds collected are used exclusively for equipment, uniforms, facility rental, game officials, tournament fees and other related athletic items.

Funding sources come from athlete fees, donations, and admission fees (volleyball/basketball). Athlete fees do not go towards just that specific sport but are added to the pool of funds used by the entire program. None of the Athletic Committee members are paid.

The Family Club has no affiliation with the Athletic Program. The Family Club operates the concession stand at indoor sporting events, and all funds raised are those of the Family Club.

**ATHLETE FEES:** A fee is assessed for each Athlete for each sport played. This fee is due to the coach prior to participating in the first contest for that respective sport.

Applewood Students: \$90 per sport

Non-Applewood Students: \$100 per sport

Fees do not cover transportation costs, lodging costs, dining costs, socks, team shirts, or other optional items.

Fees are not refundable, unless cut from the team. If a player fails to make a team (is cut) their sports fee will be refunded. If a player quits or is expelled/removed from the team, then there is no refund of fees.

Socks are one item that are not issued. Each player will be asked to pay for his/her own socks. Depending on the sport, the coach may elect to buy all the socks for the team to ensure uniformity and have each player cover the cost. This will be announced by the coach at the respective sports organizational meeting.

Lack of funds should never exclude a student from playing sports at ACS. If any family is having difficulty in paying any fees there are usually sponsors ready and willing to help. Please contact your respective coach for more information.

Coaches will collect all funds (sport fees, etc.) due, record payments, and then forward the money to the ACS office designee. They will also give the Athletic Committee Treasurer information concerning those funds. The Treasurer will then have advanced knowledge of pending deposits. The Treasurer will work with the ACS office designee to make sure funds are deposited in a timely manner.

**COACH APPRECIATION:** As a small token of appreciation, any coach will have the athletic fee waived for one of their own children for any season in that school year for each sport they coach. Coaches must attend Athletic Committee meetings on a regular basis for the fee to be waived.

**BUDGET:** The Treasurer maintains all financial information for the Athletic Committee. An annual budget will be established for the entire program and will include the following: Uniform replacement, equipment replacement, facility rentals, tournament fees, game official fees, and other related athletic items.

**PARENT PARTICIPATION:** As a condition of playing sports at Applewood, parents/families are required to help fund raising programs (game admission and concession stand) as well as line judge, keeping score, score board, clean up following games, and any other requirements of your sport. Remember this Athletic Program will only function if parents roll up their sleeves and pitch in. Please be proactive in helping this Program. Our athletic program at ACS cannot survive without parent participation.

**GENERAL ADMISSION DESK:** Collecting Admissions is a requirement of those parents whose children play in gym events (volleyball and/or basketball). Admission is not taken at soccer games due to the location and difficulty in collecting funds.

**CONCESSIONS STAND:** The concessions stand is operated by the ACS Family Club and is separate from the Athletic Program. Since the Family Club routinely donates funds to the sports programs the families involved in sports must help with this fund-raising venue. Concessions are only offered at indoor gym events (basketball/volleyball), but since athletic funds at ACS are a single pool of money, soccer families are required to help in these funding programs. Each family is required to help run the concessions stand twice (2) during the year. Scheduling is a first-come, first-serve basis and can be signed up for via the Parent Member. For more information contact either the Coach or Athletic Director.

## **EQUIPMENT**

Outfitting a single team cost thousands of dollars. The Athletic Committee strives to buy the very best quality equipment possible so that it will last as long as possible. Coaches will issue and collect all uniforms and equipment. Coaches are to keep a uniform inventory list for their team and provide that list to the Athletic Director for the schools master inventory.

**UNIFORM REPLACEMENT:** The Athletic Committee has set a goal of getting at least five (5) years out of each set of uniforms.

**ATHLETE RESPONSIBILITY:** Each Athlete will sign for their uniforms. By signing for it they take full responsibility for it. If it is damaged (beyond normal wear and tear) or lost/stolen, the Athlete/parent will be held financially accountable for it. Failure to pay for lost/stolen equipment makes that Athlete ineligible for any ACS sports team until payment is received.

**FAMILY RESPONSIBILITY:** Please wash each uniform immediately after an athletic competition. Historically many uniforms are left in gym bags for days after competitions and the outcome is NOT pleasant. Warmups (if issued) should only be cleaned as needed. If there are tears or rips, please bring it to the attention of the coach immediately.

**UNIFORM/EQUIPMENT USAGE:** All equipment (including uniforms) will only be used for ACS sanctioned sporting events. This includes regular and pre/post-season games and practices, as well as any sports camps. Equipment will not be used for ACS PE classes or personal use outside of the ACS Sports Program.

Only appointed Coaches of a specific sport can utilize or authorize the use of any equipment and/or uniforms. Warm-up uniforms are common-use items.

Uniform items will only be worn to/from and during ACS athletic events that the athlete is participating in.

At no time will ACS sports equipment be used by non-ACS teams. Equipment will be stored at ACS or temporarily by the respective Coach.

## **AWARDS & RECOGNITION**

**SENIOR RECOGNITION:** The Seniors on each ACS Team will be recognized during a home game. The Coach will determine the game as soon as possible during the season and inform the Athletic Director and the ACS office. Experience has shown that waiting until the last home game of the season is a bad idea.

**AWARDS NIGHT:** Applewood Christian School values the commitment that each student-athlete makes throughout the year. In addition to his/her normal studies, athletes spend many hours conditioning, practicing, and playing. We would like to honor those athletes that have gone the extra mile in developing their GOD-given skills. An awards ceremony will be conducted after the close of each season (fall, winter, spring).

Each Athlete will receive a Certificates of Participation.

If each coach feels there are deserving individuals, the following awards can be awarded:

**Most Valuable Player**--the player that contributed most to the success of the team

**Most Improved Player**--the player that improved his/her skills the most over the course of the season.

**Most Christ-like Player**--most exemplified Christ on and off the field.

**Student-Athlete**--the player that stood out with both athletic and academic excellence

**Coaches Award**--the player that exhibited excellence in all areas; Christ-like, compassion, leadership, academics, sportsmanship, athleticism.

These awards may be modified by each respective coach.

## **VARSITY LETTERING PROGRAM**

A Varsity Letter will be awarded to each player that meets the following criteria:

- Played at least 50% of total games of the season.
- Must be in 9th grade or higher
- Must complete the regular/post season on the Varsity Roster
- NO in/out of school suspensions
- Must exemplify Christ-like behavior both at practice and competitions.
- Must adhere to all the governing rules of the ACS sports program.

Each coach will monitor each varsity athlete throughout the season to determine those Athletes that meet the requirements to earn an Applewood Letter.

If an Athlete has received a Letter previously, they will receive a chevron for each successive Letter awarded.

The Varsity Letter will be awarded at the Sports Awards Night.

## **LEGAL & MEDICAL**

**PHYSICAL EXAMINATION:** Each student-athlete must have a physical examination completed **BEFORE** they can participate in official practices and/or games. A physical exam form must be completed by a licensed physician. Once completed this form must be turned in to each respective coach **PRIOR** to practicing or playing. The form will be kept by the respective coach during the season then passed on to the following coach or returned to the player. Physicals are valid for one calendar year.

**LIABILITY RELEASE FORM:** All ACS athletic events are considered contact sports. Even with the utmost care, injuries can and do occur. Parents and Athletes assume the inherent risk associated with playing sports. Parents will carefully read and sign the liability release prior to any athlete practicing or playing.

The signed agreement releases Applewood Christian School, the ACS Sports Committee, and/or the respective Coach from any liability.

This form will be kept with the coach's file and is valid for one year. It is only required once for the entire school year. The form can be found in the appendix section of this manual.

**INSURANCE:** Applewood Christian School is NOT responsible for ANY medical expenses in case of a medical emergency. Any liability or cost incurred is the responsibility of the family of the Athlete.

Students participating in athletics should be covered by a family insurance policy. A photocopy of each athlete's family insurance card will be provided to and held by each Coach in case an injury requires medical attention.

Coaches will bring the photocopy of each insurance card to ALL sports events. Coaches will take charge of any injured athlete until that responsibility is assumed by a parent/guardian. If a family does not have medical insurance, they need to discuss this issue directly with the Coach and/or Athletic Director as soon as possible. A waiver for this requirement can be granted but must be discussed and agreed upon in advance.

## **ELIGIBILITY**

The priority of athlete eligibility is:

1. Full-time ACS students
2. Course-Select ACS students (part-time ACS students)
3. Homeschoolers
4. Public schoolers

Full-time and Course-Select ACS students are automatically eligible for participation in any ACS sports program.

### **NON-ACS STUDENTS**

Non-ACS students are only allowed to try-out for an ACS team at the discretion of the respective Coach. If the Coach deems a valid need, then that student may apply for acceptance. The application process entails filling out an application (found in the appendix section of this manual) as well as an interview.

Participation by non-ACS students is ONLY for the purpose of fielding enough players to compose a reasonably competitive team. At NO time will non-ACS students be recruited for the purpose of improving the overall capability of the sports team.

In addition to a valid need by sports team, Homeschoolers and Public schoolers must meet the same requirements for entry into Applewood Christian School. Specifically, a strong personal relationship with Christ is required. The athlete (grade 6 and above) and the athlete's family (represented by at least one parent) must profess Jesus Christ as the only way to know God; acknowledge the Bible as the true and infallible Word of God; and agree with the Purpose of this program and subscribe to its code of conduct.

Non-ACS students are NOT eligible to play on an ACS if they have tried out for another team and subsequently cut. This rule applies for the same sport in the same season.

Acceptance onto the team will occur only after an interview of the athlete AND parent with the athletic director and respective coach.

Acceptance on one team doesn't automatically mean acceptance on any other ACS sports team—each sport is mutually exclusive. For consideration onto another ACS Team there is no need to reapply or interview, but there must be a meeting with the new Coach. The new Coach is the approval authority for the new player as long as there is a need on that team.

Once accepted as a member of any ACS team that Athlete is a representative of ACS and as such has all the rights and privileges of any ACS athlete. Additionally, that student has the obligation to uphold all ACS rules and regulations. Once on a specific ACS team, that Athlete is automatically eligible to return each following year. If the Athlete quits a team or fails to play in a subsequent season, that Athlete loses automatic eligibility and must reapply.

## **AGE & GRADE REQUIREMENTS**

### **GRADE REQUIREMENTS**

Junior High Teams: 6<sup>th</sup> grade thru 8<sup>th</sup> grade Junior  
Varsity or Varsity teams: 9<sup>th</sup> and above

A younger player may be allowed to play up at the discretion of the Coaches involved.

Earning a GED is deemed a graduate and makes a player ineligible to play ACS sports.

### **AGE REQUIREMENTS**

The student athlete must not have reached 20 years of age prior to start of the school. An exception **may** be made on a case-by-case basis with the ACS School Board.

## **ACADEMIC ELIGIBILITY**

The Academic Committee has established rules for eligibility for extra-curricular activities. The ACS sports program will adhere to these rules. **Refer to ACS Policy 4240.**

Parents have ultimate accountability for their children's education. Any parent who believes that athletics detracts from their child's academic performance is encouraged to discuss the particular issues with the Athletic Director or the respective Coach. These discussions should occur well in advance of any scheduled games. Coaches make line-up decisions weeks in advance and a short notice loss of a player impacts the entire team.

## **COMMITMENT**

Commitment by definition is an agreement to do something or a pledge. What we require of all of our Athletes is a commitment to yourself, to your team, to your academics, and most importantly to GOD.

Participation in the ACS sports program is a PRIVILEGE. With that privilege also comes responsibilities. Those responsibilities include but are not limited to Applewood Christian School, to your Team, to your fellow players, to your Coach, to the fans, to your academic teachers, and to parents.

Coaches invest hundreds of hours of personal time to make each Athlete and the Team better--do not squander their investment.

Athletes are expected to honor the authorities placed over them. Do not challenge or argue with coaches or game officials.

Athletes are expected to give their very best at both practices and games. This includes being on time for every event.

Each Athlete is to give their undivided attention and is expected to be obedient to the coach, at all times.

Each Athlete will be committed to academic excellence. Academic prowess will serve you well all of your life; do not let athletics interrupt your academics. Manage your time wisely.



Each Athlete should develop their own GOD-given athletic skills on their own personal time. Formal practices are just a very small opportunity to hone your skills.

Attendance at all practices, meetings, and competitions is MANDATORY. Missing practices and/or games may result in disciplinary action or a loss of playing time by the coach.

Only pre-coordinated absences are permitted. Excused absences must be coordinated in advance with the coach. "Last second" absences will be considered unexcused absences and each coach will determine the consequences of an unexcused absence. Family emergencies are the only exception to missing scheduled events.

Students absent from school on the day of a competition are ineligible to play in that competition. Exceptions are limited based upon reason for school absence. The **student athlete** must secure prior approval of administration.

Athletes need to make every effort to schedule appointments during non-practice/game times.

If an ACS Athlete plays on other non-ACS sports teams, they recognize that the ACS Team is their priority. There will be NO excused absences from an ACS practice or game so that an Athlete can participate in other athletic competitions.

## **TRY OUTS & CUTTING**

Cutting any athlete from a team is never an easy task to do. Historically ACS has not cut players from any team, but the situation may arise to warrant such action. Cutting an Athlete from a team would be based upon skill level and numbers of players wishing to be on a team. Coaches will not take these types of decisions lightly and will discuss the issue with the Athletic Director in advance of cutting any Athlete. If this ever becomes an issue, the Coach's decision is final. If there are questions about why your child was cut, contact the Coach immediately.

If a player fails to make a team, their sports fee will be refunded. This does not apply for players removed from the team due to disciplinary actions or players that quit a team.

## **PLAYING TIME**

Coaches will attempt to play all Athletes for some portion of every game. However, this may not always be possible based on the size and/or capabilities of the other team. There are no minimum play-time requirements for any member of a team. Ultimately individual playtime is at the discretion of the Coach.

## **CODE OF CONDUCT**

Behavior unbecoming of a Christian detracts from the honor we owe God. This applies both on and off the field/court. The following are general rules of conduct that will be followed by all ACS Athletes. Coaches may stipulate additional guidelines for their athletes.

### **ATHLETES**

- Athletes will submit to the authorities placed over them, which includes coaches and game officials
- Athletes will not disrespect any coach, teammate, game official, or fan at any time.

- Athletes will demonstrate Christ-like behavior above all things before/during/after all athletic contests and practices.
- Athletes will not display in any way their disagreement, anger, or frustration with any game officials, coaches, team members, opponents, or fans.
- Athletes will control their temper at all times. Coaches will remove anyone from the game at the earliest indication that a player is losing self-control.
- Foul play, fighting, pushing, provocative actions, faking any injuries, or foul language will not be tolerated under any circumstances.
- Do not “trash-talk”, taunt, or provoke any opponents.
- Never be boastful.
- No excessive winning/scoring celebration will be tolerated. Give glory to GOD who gave you the skills to excel.
- Be a gracious winner as well as gracious loser.
- If an incident occurs, **DO NOT RETALIATE** in any way, just walk away. Let your Coach and game Officials handle it.
- Any athlete involved in a fight is subject to suspension from the team.
- Following every game, shake hands with the opponents.
- Pouting or apathy both on and off the field/court is not acceptable.
- Accept the Coach’s decisions. If you have questions regarding his/her decisions, save them for after the game.
- Athletes will not use alcohol, drugs, or tobacco.

## COACHES

- Serve as a Christian role model to all players at all times.
- Exhibit Christ-like behavior in their conversation, and in their actions at all times.
- Be subject to the authorities that God places in their life, including game officials, and the ACS Athletic Director and the ACS School Board.
- Treat Athletes, Parents, and Opponents with respect.
- Be encouraging to every player, including those whose abilities may not be as great as others.
- Protect the safety of the players at all times.

## PARENTS & FAMILIES

Families are a witness to our school and community. More importantly they are representing their walk in Christ. How we act and react to situations speaks volumes about our relationship with Jesus.

- Ensure your Athlete is on time and at every practice and game.
- Demonstrate Christ-like behavior above all things at all athletic contests and practices.
- Conduct yourselves in a Christ-like manner and abstain from inappropriate behavior while supporting your child and their team in any sports-related function, including travel to and from sporting events.
- Be subject to the authorities that God places in your life, including game officials, and the ACS Coaches.
- Respect the decisions made by game officials and coaches.
- Do not approach your athlete during games for purpose of "coaching".
- Encourage your player, as well as the entire team.
- Do not enter any court or field of play. Injuries will be handled by coaches and game officials. If needed the Coach will call you onto the court/field.
- Do not berate or yell at officials, coaches, or athletes.

- Concerns about how your athlete is played should be taken up with the coach, not gossiped about.
- Be a gracious winner as well as gracious loser.
- Support the ACS Athletic Program.

## **DISCIPLINE**

**DISCIPLINE:** Any discipline of a player will be handled at the discretion of the Coach. Issues of significance will result in consultation with the player's parents. If inappropriate behavior continues, disciplinary action may include suspension (temporary or permanent) the player from the team.

**GAME SUSPENSIONS/EJECTIONS:** Any disciplinary action for ejection of a player from a game will be determined by the Coach. This may include suspension for one or more games. Multiple ejections in a given season may result in removal from the team.

Suspensions will be reviewed by the Coach and Athletic Director and a determination will be made as to whether the Athlete will be allowed to continue in the current and/or future sports at ACS.

Any player ejected or disqualified for unsporting conduct or flagrant foul shall be ineligible for all contests for the remainder of that day.

**UNSPORTSMANSHIP:** Any student who commits an unsportsmanlike act but is not ejected may still be subject to at least a one game restriction. This restriction is at the discretion of the coach.

**SCHOOL MISCONDUCT:** If a student is involved in misconduct during school hours, the principal should advise the Coach of the misconduct. If a student receives an in or out of school suspension or expulsion, they are not permitted to practice and/or play for the duration of the suspension. A student under suspension may not dress out for games nor sit on the team bench.

**OUTSIDE SCHOOL MISCONDUCT:** Coaches will make a determination about discipline for misconduct for non-school issues. The entire spectrum of discipline (suspension to elimination) is possible in these cases.

**PARENT RESOLUTION:** If an Athlete or parent wishes to discuss the disciplinary action they should first meet with the Coach. If the issue still cannot be resolved the family should then discuss issue with the Athletic Director.

**ALCOHOL/DRUGS/TOBACCO POLICY:** ACS Athletes will not possess, use, sell, give, transmit, or be under the influence of any drug, tobacco products, or alcohol. Infractions will result in immediate suspension from the team (practices and games). This suspension will remain in effect until the Coach can confer with the Parents and the Athletic Director.

## **PLAYING UP/DOWN**

Playing up/down is the practice of bringing a player up from a subordinate team to play at a higher level of competition at the same time they are playing at the lower level. It is a valuable opportunity for younger exceptionally gifted athletes to learn/compete at a higher level. This process is at the discretion of the Coaches of the sports involved. Parents must give their permission for their player to play up/down. If a scheduling conflict occurs the Coaches will work out the issue. Playing up/down does not allow that Athlete to "cherry pick" which games they want to play; the process is at the discretion of the Coaches involved. No High School athlete (grades 9-12) can play down at the Junior High level.

## **DRESS & APPEARANCE**

All ACS participants, including but not limited to Athletic Committee members and players, will adhere to ACS policy regarding appearance and dress code.

Coaches reserve the right to establish grooming guidelines for their programs as long as the guidelines are fair and in line with those established by Applewood Christian School. Coaches may also require specific clothing for practices, competitions, travel, or overnight lodging. In all cases clothing will be clean, conservative, not provocative, not torn/frayed, and not distracting.

No issued uniforms items (including warmups) may be worn other than for athletic events.

## **TRANSPORTATION**

Parent(s) or guardian(s) are responsible for transportation of their student to and from athletic contests.

## **QUITTING POLICY**

It is the goal of the ACS Athletic Program to teach values, character, and integrity that go beyond the arena of athletic competition. Please keep the following in mind:

After the start of regular season games, if a player voluntarily removes his/herself from the team, without a valid hardship reason, it is considered "quitting" the team.

If the player "quits" a team, that player will immediately surrender to the coach all issued equipment and uniform items.

Any Athlete that "quits" will NOT be allowed to participate in another ACS sport for the remainder of the semester or the following semester. Example: If a student-athlete quits basketball in December they may not play any sport in the spring semester. An appeal can be made to the Coach and Athletic Director.

## **TEAM CAPTAINS**

A Team Captain position is a significant honor and responsibility. The Team Captain(s) represents and helps lead the entire team.

The Team Captain will assist in running practices, conditioning, and games. He/she will report for the coin toss at all games and is a spokesman for the entire team to game officials. He/she is expected to correct minor discipline issues within his/her team.

Each Team Captain will be selected by their Coach. Each Captain must be strong in character, an exceptional role model, an exceptional leader, compassionate, supportive, selfless, highly skilled in his/her sport, and even tempered.

# **PARENT/GUARDIAN INFORMATION**

Parents play a very important role in the ACS Athletic Program. The program will flounder without your involvement.

**COMMUNICATIONS:** All coaches are required to have pre-season meetings to communicate philosophy, goals, paperwork, fees, and rules of the program. Each coach will have the forms required for signature

Communication between the coaches and parents is essential to ensure success of each student-athlete. Communication means will be up to each coach.

## **Communication from the Coach**

- Philosophy of the Coach.
- Expectations the Coach has for your Athlete.
- Locations and times of all practices and games.
- Team requirements such as fees, special equipment, etc.
- Procedure to follow if your student is injured during practice and games.
- Discipline which results in the denial of playing privileges for your student.

## **Communication from Parents**

- Concerns expressed directly to the Coach utilizing the Matthew 18 principle.
- Notification of any schedule conflicts, well in advance.
- Any illnesses or injuries.
- Any special situations that the coach should be aware of.

**PARENTAL BEHAVIOR:** Parents are reminded that their Christ-like example can be the most powerful form of education for their child. Because of this, parents are required to do the following:

- Read and adhere to “Parents & Family Code of Conduct”.
- Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or event.
- Treat all players, all coaches, all fans, and all officials with respect.

**CONFLICT RESOLUTION:** We strive to resolve all conflict in accordance with Matthew 18: 15-17. Any issue should first be brought to the Coach for resolution during non-game/practice periods. If resolution at this level isn't possible a meeting with the Athletic Director and Coach is the next step.

Do not confront coaches before or during competitions or practices

## **Appropriate Concerns**

- The physical and mental treatment of your student.
- Ways to help your student improve.
- Concerns about your student's behavior.

It is very difficult to accept that your student is not playing as much as you may have hoped. Coaches make decisions based on what they believe to be the best for the Team and your Athlete.

### **Inappropriate Concerns**

- Playing time
- Positioning
- Team strategy
- Play calling
- Other athletes

### **Athletic Director Involvement**

- Set up a meeting with the Athletic Director to discuss the situation.

**PARENTAL ASSISTANCE:** Please help us make the ACS sports program better. ACS is a family-run organization. Besides admissions and concessions parents could be asked to: line judge, score keeper, score board operators, and ball “boys” (as applicable to your sport). Please help to make this program a success. Scheduling of these events for each family is the responsibility of the ACS Team Parent (a parent job at ACS). Please help this person and be flexible and available to help YOUR sports program! Please help by adhering to the guidance given. Please help by volunteering with the daily execution of each sports team. Please be diligent when scheduled to help with admissions and concessions. Please help with photographing the season. Those pictures make up the end of season sports awards slideshow. Without which...you get what you get...

This program isn't a "drop my kid off and leave" program. It is run 100% by volunteers who want to make this a memorable event for YOUR children.

## **FORMS**

Participation Forms: All Athletic Participation Forms must be on file before students may try-out. If the student does not make the team, the athletic fee will be refunded. The original completed packet will remain in the athletic office and a copy will be provided to the head coach. An athlete cannot participate until the coach has the packet in hand.

1. [ACS Athletic Enrollment Application](#)
2. [ACS Medical Form](#)
3. [Family Contact Information Form](#)
4. [Student/Parent Agreement Form](#)
5. [Insurance Waiver Form](#)
6. [Liability Release](#)
7. [Uniform Sign Out](#)

# ACS ATHLETIC ENROLLMENT APPLICATION

The following application must be completed and submitted by each non-ACS athlete that would like to participate in the athletic program at Applewood Christian School prior to the beginning of the season.

Date of Application \_\_\_\_\_

Athlete's Name \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Home address \_\_\_\_\_  
(City) (State) (Zip)

Email address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Father's name \_\_\_\_\_

Mother's name \_\_\_\_\_

Father's cell \_\_\_\_\_ Mother's cell \_\_\_\_\_

Parent's email address \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Member ( )yes ( )no

List the ministries you are involved in at your church or in your community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From whom/how did you hear about the ACS athletic program?

\_\_\_\_\_

## FAMILY CONTACT INFORMATION

Name \_\_\_\_\_ Jersey No. \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

Home Phone \_\_\_\_\_ One call? Y N

Cell Phone # \_\_\_\_\_ Text? Y N One call? Y N

Player's Email \_\_\_\_\_

Address \_\_\_\_\_

Sizes –      Shirt            S   M   L   XL                      Shorts            S   M   L   XL

Mom's Name \_

Mom's Cell Phone # \_                      Text? Y N One call? Y N

Mom's Email \_\_\_\_\_

Dad's name \_

Dad's cell phone # \_                      Text? Y N One call? Y N

Dad's Email \_\_\_\_\_



## STUDENT AND PARENTAL AGREEMENT

I acknowledge that I have read, understand, and will comply with the ACS Athletic Program Policies. I also understand that if I do not meet the academic standards set by ACS or if I am ejected from an interscholastic contest because of unsportsmanlike act, it could result in me not being allowed to participate in the next contest or suspension from the team either temporarily or permanently.

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

We hereby give our consent for the above student to represent ACS in interscholastic athletics. I understand that contact sports are not immune from injury and we freely give our permission for our child to play contact sports. We will not hold ACS responsible in case of accident or injury during practice or an interscholastic contest, and we hereby agree to hold ACS, its employees, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of every kind of nature whatsoever which may arise by or in connection with participation by my child/ward in any activities related to the interscholastic program at ACS.

If we cannot be reached in the event of an emergency, we also give our consent for ACS to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the student, if he/she is injured during school athletic activities.

We understand that ACS does not provide transportation to or from events, and we permit / do not permit (CIRCLE ONE) our child to drive his/her vehicle to an activity.

We further state that we have completed that part of this medical release which requires us to list all previous injuries or additional conditions that are known to us which may affect this athlete's performance; we certify it is correct and complete.

We also agree to provide ACS a copy of our primary health care provider's insurance card and that our child will not be permitted to practice or compete on an ACS team until a copy of the insurance card is turned in with this form and that all the information below is completed.

Name of Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian's Signature \_

\_\_\_\_\_  
Date \_

INSURANCE WAIVER FORM  
(HOLD HARMLESS AGREEMENT)

I, the Parent/Guardian of \_\_\_\_\_, acknowledge that  
(Participant)

Applewood Christian School does not have health or medical insurance for my child and I take full responsibility for any costs associated with caring for my child in the event he/she is injured.

I hereby agree to hold Applewood Christian School (ACS), its employees, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of every kind of nature whatsoever which may arise by or in connection with participation by my child/ward in any activities related to the athletic program at ACS.

If I cannot be reached in the event of an emergency, I give my consent for ACS to obtain through a physician or hospital of its choice, such medical care as is reasonably necessary for the welfare of the child, if he/she is injured in the course of school athletic activities. I acknowledge that these costs may include, but are not limited to, ambulatory and emergency room care at the discretion of the Applewood Coaching Staff.

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

LIABILITY RELEASE

In consideration of being allowed to participate in the Applewood Christian School Sports Program, I, the legal guardian of \_\_\_\_\_,  
(Participant)

agree to and acknowledge the following:

1. Agree that prior to participating in any sports activity, my child is in good health and capable of physical activity commensurate with normal activity related to active sports (soccer, volleyball, or basketball).
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of injury, or losses which result not only from their own actions, but the actions of others, the rules of play, or the condition of the facilities or of any equipment used. Further, there may be unanticipated or unexpected risks which arise during such activities.
3. Assume all of the risks of injury to my child's person and accept personal responsibility for such injury.
4. Release, waive, discharge and covenant not to sue Applewood Christian School, their respective administrators, coaches, other participants, and if applicable, owners and leasers of premises used to conduct the event, all of which are hereinafter referred to as "releasees," and from any and all liability to me, my heirs, next of kin, administrators and assigns for any and all claims, demands, actions and causes of action of any sort for losses or damages on account of injury, including death or damages to property, caused or alleged to be caused in whole or in part by negligence of the releasees or any other fault.

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLEWOOD CHRISTIAN SCHOOL UNIFORM SIGN-OUT

I hereby acknowledge the receipt of the following uniform item(s) which are the property of Applewood Christian School. By signing below I take full responsibility these items. That responsibility includes proper security, use, and cleaning.

Normal wear and tear of these items is expected. I agree to reimburse Applewood Christian School for the loss or damage (beyond normal wear and tear) to these items.

### USAGE RULES

Uniform items will only be worn during actual Applewood Sporting Events that I am participating in.

Uniform items must be properly cleaned after EACH use.

All items will be cleaned and returned to the coach no later than one week after the last sporting event. Socks need not be returned.

If any item is lost, or problems with the uniform develop, inform the coach immediately.

ITEM	NUMBER	REMARKS
Shorts (home)		
Shorts (away)		
Jersey (home)		
Jersey (away)		
Jacket		
Pants		
Shooting Jersey		
Socks		
Sports Bag		
Water Bottle		
Other:		

Print Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ COACH'S SIGNATURE \_\_\_\_\_