



# **Coaches Handbook**

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## **I. RESPONSIBILITIES OF THE ATHLETIC DIRECTOR**

The Athletic Director of Sports at Freedom Christian School oversees the entire sports program. The following items are the responsibility of the A.D. unless prior arrangements are made with the administration.

The A.D. recruits coaches for each sport and insures the coach has received all appropriate training and completed appropriate paperwork and background check information. The A.D. will also supervise the coaches of each sports team to insure they are working to achieve the goals and ideals of our program and adhere to the responsibilities set out by this handbook. The Athletic Director is charged with working with the administration to insure the athletes on all of the school's teams are maintaining their academic standards as they pursue their sports activities.

The A.D. works with team coaches, and sportsmanship issues in athletic competition. The A.D. is responsible for working with all of the Athletic Directors of our league to organize the season schedules and to oversee the policies and health of our league. In all policy matters, it is also the responsibility of the A.D. to discuss the school's position before a league vote. The A.D. is responsible to oversee all sports program fundraising required by the financial budget of the sports program.

The A.D. is responsible to set up all practice and game gyms and fields. Prior to signing all agreements the A.D. must have financial approval by the administration.

## **II. RESPONSIBILITIES OF COACHES**

Coaches are responsible for teaching the school's student-athletes about skills, strategies, and the physical dimensions of their sport, which athletes need for successful participation in their team contests. Equally important is the responsibility for teaching the social dimensions of their sport, including character development and ethical behavior. Coaches, through words and example, must strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring, and good citizens. Coaches are also responsible for regular check-ins with their athletes to assess their success in maintaining academic standards as they are pursuing their sports activities. The profession of coaching is a profession of teaching.

**GRADES:** It is the middle school coach's responsibility to assess a daily grade for participation and keep attendance at all games and practices. These grades will be submitted to the school office for progress reports, report cards and awards.

**UNIFORMS:** Uniforms will only be issued at the school office. If a player loses their uniform during the season, the coach must notify the school office immediately. Also, the coach must remind athletes at the end of the season that all uniforms must be returned clean and in the condition in which they were issued to the school office within two (2) weeks of the end of the season.

**EQUIPMENT:** All equipment will be checked out to the coaches by the A.D. The A.D. is responsible to maintain a list of equipment that has been checked out to coaches. It is the coach's responsibility to return all equipment at the end of the season and report any loss or damage to the equipment to the A.D. as soon as it occurs. All lost equipment is the coach's liability. All equipment must be returned to the school office within one week of the conclusion of the season.

**PHYSICALS:** It is the coach's responsibility to ensure each player receives a physical before they are allowed to participate in a practice or game. Prior to the season, each coach must submit a players' list to the school office. The school office will inform the coach of any players who do not have physicals.

**SPORTS FEES:** A players' list must also be submitted to the school office to ensure appropriate sports fees are paid. If students join the team during the season, the school office must be notified by the coach immediately.

**FUNDRAISERS:** Special purchases (new uniforms, accessories or special equipment) will only be made as funds are generated by the team. Monies from all fundraisers must be submitted to the office with documentation of how and by whom the funds were raised. Then the A.D. must receive administrative approval for the disbursement of funds.

**TEAM PARTICIPANTS:** The administration will decide each year whether fifth and sixth grade students are participating on the elementary or the middle school teams. This decision will be based on the ability to field teams in each area. Coaches may not recruit students in fifth or sixth grade to play on their team unless the A.D. has placed those grades in their section. In addition, if a student has not begun the season on the team roster, a coach must petition the A.D. before recruiting that student for their team. To maintain fairness to all athletes, new athletes will only be added if it is needed in order to field the team or they are enrolled in the school after the season has begun.

*TEAM PARENTS:* The A.D. will recruit a team parent for each team. Some of the duties assigned to the team parent are as follows:

1. Arranging drivers and submitting the Transportation Form
2. Submitting Early Dismissal Forms whenever athletes must leave school early
3. Appoint scorekeepers since score must be kept at all events
4. Make phone calls keeping parents and players informed on behalf of the coach

If a team parent is not assigned, the coach will be responsible for the above duties.

*IT IS THE DUTY OF EACH COACH. . .*

To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.

To eliminate all possibilities which tend to destroy the best values of the game.

To stress the values derived from playing the game fairly.

To show cordial courtesy to visiting teams and officials.

To establish a happy relationship between visitors and host.

To respect the integrity and judgment of sports officials.

To encourage leadership, use of initiative, and good judgment by the players on the team.

To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

To recognize that the purpose of athletics is to promote the physical, mental, social, and emotional well-being of the individual players.

To develop FCS athletes with the necessary skills to succeed as an athlete in the next grade level by setting long term and short term goals for personal development, learning fundamentals skills, and understanding the sociological side of sports.

FCS coaches must be familiar with all the policies and principles found in the FCS Parent-Student Handbook and the FCS Sports Handbook.

### III. AWARDS

All award nominees must be approved by the A.D. and the administration.

#### *ELEMENTARY AWARDS*

Participation: Every student who participates in sports receives a certificate.

Most Improved: The student who has demonstrated the greatest improvement over the course of the season.

You've Got the Skill: The student who played in every game – and whose skills were critical for the success of the team.

Team Player: The Team Player award is for the student in each sport who played in every game and inspired the team.

#### *MIDDLE SCHOOL SPORTS*

Participation: Every student who participates in sports receives a certificate.

Most Improved: The student who has demonstrated the greatest improvement over the course of the season.

You've Got the Skill: The student who played in every game – and whose skills were critical for the success of the team.

Team Player OR Heart and Soul: The Team Player award is for the student in each sport who played in every game and inspired the team – OR the Heart and Soul award which includes the Team Player qualifications AND displayed and *excellent* attitude at all times, doing exactly what the coach asked when the coach asked.

### IV. CODE OF CONDUCT FOR STUDENT-ATHLETES

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles (the Six Pillars of Character): trustworthiness, respect, responsibility, fairness, caring, and good citizenship. This Code applies to all student-athletes

involved in interscholastic sports in California. In order to participate in FCS athletics, the student-athlete must act in accord with the following:

## **TRUSTWORTHINESS**

*Trustworthiness* --- be worthy of trust in all I do.

*Integrity* --- live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what is right even when it is unpopular or personally costly.

*Honesty* --- live and compete honorably; don't lie, cheat, steal, or engage in any other dishonest or unsportsmanlike conduct.

*Reliability* --- fulfill commitments; do what I say I will do; be on time to practices and games.

*Loyalty* --- be loyal to my school and team; put the team above personal glory.

## **RESPECT**

*Respect* --- treat all people with respect all the time and require the same of other student-athletes.

*Class* --- live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

*Disrespectful Conduct* --- don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racist nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.

*Respect Officials* --- treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

## **RESPONSIBILITY**

*Importance of Education* --- be a student first and commit to getting the best education possible. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically, or the character to represent their institution honorably.

*Role-Modeling* --- Remember, participation in sports is a privilege, not a right and the athlete is expected to represent his/her school, coach, and teammates with honor, on and off the field. Consistently exhibit good character and

conduct as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.

*Self-Control* --- exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.

*Healthy Lifestyle* --- safeguard his/her health; don't use any illegal or unhealthy substances including alcohol, tobacco, and drugs or engage in any unhealthy techniques to gain, lose or maintain weight.

*Integrity of the Game* --- protect the integrity of the game; don't gamble. Play the game according to the rules.

## **FAIRNESS**

*Be Fair* --- live up to high standards of fair play; be open-minded; always be willing to listen and learn.

## **CARING**

*Concern for Others* --- demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to himself/herself or others.

*Teammates* --- help promote the well being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

## **CITIZENSHIP**

*Play by the Rules* --- maintain a thorough knowledge of and abide by all applicable game and competition rules.

*Spirit of rules* --- honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

## **SPORTSMANSHIP**

The member schools of the CIF are committed to providing a sportsmanlike environment for students, coaches, and spectators. To that end, the CIF Federated Council has adopted the following sportsmanship and crowd control recommendations. Each member school is requested to commit itself to implementing these recommendations.

**DEFINITION:** A person who can take a loss or defeat without complaint, or victory without gloating and who treats his/her opponents with fairness, courtesy, and respect.



A. The following are expected to be role models demonstrating sportsmanship at all times:

1. principal/administrator
2. athletic directors
3. coaches and players
4. faculty members

B. Coaches, players and spectators will respect the integrity and judgment of sports officials.

C. The conduct of coaches and players generally sets the tone for CIF contests. They will be expected to maintain the highest level of decorum at all CIF contests.

D. The following behavior is unacceptable at all CIF high school contests:

1. berating your opponent's school or mascot
2. berating opposing players
3. obscene cheers or gestures
4. negative signs
5. noise makers
6. complaining about officials calls (verbal or gestures)

## **V. CHILD ABUSE PREVENTION POLICIES**

All coaches must observe the following policies:

1. All coaches and staff members will be fingerprinted for a background check.
2. No one with a criminal child abuse violation will be accepted to work at Freedom Christian School.
3. No coach will be in a room or car alone with a student at any time.
4. No coach will transport a student alone in a vehicle. The coach may only transport more than one student. If one student must be transported, another approved adult must also be present.
5. Staff members and coaches will exhibit caution when touching students.
6. FCS takes NO responsibility for and does not approve of personal transportation of a student by a coach.
7. All adult chaperones or supervisors *must* be cleared *in advance with the school administration*.

## **VI. SEXUAL HARASSMENT POLICIES**

1. This school is committed to maintaining an environment in which all individuals treat each other with dignity and respect, which is free from all

forms of intimidation, exploitation, and harassment, including sexual harassment.

2. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

3. Definition of Harassment: "Sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.

b. Submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual.

c. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

4. Examples of Harassment: Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

a. Unwanted sexual advances or proposition;

b. Offering academic benefits in exchange for sexual favors;

c. Making or threatening reprisals after a negative response to sexual advances;

d. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;

e. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;

f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and

g. Physical conduct such as touching, assaulting, impeding or blocking movements.

5. Coach-student sexual harassment is prohibited.

6. Student-student sexual harassment is prohibited.

7. Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

8. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the church or school officials designated below. All complaints will be promptly investigated.

9. Report school sexual harassment to any of the following people:

- a. Christy Jones                      Administrator                      888-317-1228
- b. Pastor Duane Coller              School Board                      888-317-1228

10. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the church and school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

11. It is against the policy of the school to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **VII. ANTI-BULLYING POLICY**

1. FCS believes that all students have a right to a safe and healthy school environment. The school promotes mutual respect, tolerance and acceptance.
2. FCS will not tolerate behavior that infringes on the safety of any student. A student will not intimidate, harass or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting, shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.
3. FCS expects students, staff and/or volunteers to immediately report incidents of bullying to the teacher or principal. Staff who witness such acts take immediate steps to intervene. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, whether on or off campus, and during a school-sponsored activity.
4. To ensure bullying does not occur, staff members and coaches will cultivate acceptance and understanding in all students to maintain a safe and healthy environment.
5. Teachers will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.
6. Expected student conduct includes, but is not limited to the following:
  - a. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
  - b. Students are expected to immediately report incidents of bullying to the teacher or principal.

- c. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. However, the school reserves the right to fully investigate each report.
- d. FCS prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- e. Any one witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.