

**2016-2017**

**ATHLETIC HANDBOOK**

**Park Christian School**



## 2016-2017 Park Christian School Athletic Handbook

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# EXTRA-CURRICULAR SPORT ACTIVITIES

Park Christian School offers extra-curricular activities throughout the school year. Park Christian athletic teams compete in the Pine to Prairie Conference and the MSHSL in football, volleyball, boys and girls golf, boys and girls basketball, and boys and girls track as a PCS school team. As a cooperative sports program PCS competes in activities listed below with Shanley, Oak Grove, Fargo South or West Fargo in the Eastern Dakota Conference and the NDHSAA.

Elementary and Jr. High extra-curricular activities practice four days a week. They do not practice on Wednesday. Practices are usually after school and finish before 6:00 pm. Parents are asked to pick up their child(ren) promptly after scheduled practices.

Varsity level practices may be held Monday through Saturday. Practice on Wednesday ends by 5:15 pm. Per MSHSL rules, practices are not allowed on Sunday.

## ATHLETIC ACTIVITIES

### High School

Boys Football	PCS Team	Grades 9-12	Fall
Boys Soccer	Co-op with Shanley/OG	Grades 9-12	Fall
Boys Tennis	Co-op with Shanley/OG	Grades 9-12	Fall
Girls Swim/Dive	Co-op with Shanley/OG	Grades 9-12	Fall
Boys/Girls Cross Country	Co-op with Shanley/OG	Grades 9-12	Fall
Girls Volleyball	PCS Team	Grades 9-12	Fall
Cheerleading	PCS Team	Grades 9-12	Fall/Winter
Boys Basketball	PCS Team	Grades 9-12	Winter
Girls Basketball	PCS Team	Grades 9-12	Winter
Boys Hockey	Co-op with Fargo South	Grades 9-12	Winter
Girls Hockey	Co-op with West Fargo	Grades 9-12	Winter
Boys Swimming	Co-op with Fargo South	Grades 9-12	Winter
Boys/Girls Track	PCS Team	Grades 9-12	Spring
Boys/Girls Golf	PCS Team	Grades 9-12	Spring
Girls Tennis	Co-op with Shanley/OG	Grades 9-12	Spring
Girls Soccer	Co-op with Shanley/OG	Grades 9-12	Spring
Boys Baseball	Co-op with Shanley/OG	Grades 9-12	Spring
Girls Softball	Co-op with Shanley/OG	Grades 9-12	Spring

### Jr. High

Boys Football	F-M Athletics	Grades 7-8	Fall
Girls Volleyball	PCS Team	Grades 7-8	Fall
Girls Basketball	PCS Team	Grades 7-8	Fall
Boys Soccer	Co-op with Shanley/OG	Grade 8	Fall
Boys Tennis	Co-op with Shanley/OG	Grades 7-8	Fall
Boys Basketball	PCS Team	Grades 7-8	Winter
Boys/Girls Track	PCS Team	Grades 7-8	Spring
Boys/Girls Golf	PCS Team	Grades 7-8	Spring
Girls Soccer	Co-op with Shanley/OG	Grades 7-8	Spring
Girls Tennis	Co-op with Shanley/OG	Grades 7-8	Spring

### Elementary

Boys Basketball	PCS Team	Grades 4-6	Winter
Girls Basketball	PCS Team	Grades 4-6	Fall
Girls Volleyball	PCS Team	Grades 5-6	Spring
Boys/Girls Track	Participation with PE programs	Grades 5 & 6	Spring

## Athletic Forms Needed

### **PCS Sports**

MSHSL Athletic Eligibility Brochure/Questionnaire  
PCS Athletic Release/Waiver Form (Grades 7-12) – annually  
Athletic Physical (Gr. 7-12) – every 3 years

### **Co-op Sports**

MSHSL Athletic Eligibility Brochure/Questionnaire  
PCS Athletic Release/Waiver Form (Grades 7-12) – annually  
Athletic Physical (Gr. 7-12) – every year after April 15  
NDHSAA Health History Screening Form – annually

All students participating in sports at the junior or senior high level are required to have a physical examination every year in ND and every three years in MN before they may participate in practices. This requirement is based on the state where the sport originates.

## ATHLETIC PHILOSOPHY

### Statement of Purpose:

As a member of the Minnesota State High School League, we are an educationally-based athletic program. Our purpose is focused on students challenging themselves emotionally, socially, and behaviorally to compete and grow beyond winning. We're going to plan, prepare and do all things in preparation to try to win, but it is not our purpose.

Colossians 3:17 says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (NIV, 1984)

At Park Christian School our primary goal for each student is that they would grow in their faith and be an example of the Lord Jesus Christ. As Christ's representatives, we are called to honor God in all that we say and do.

Our goals for the PCS athletic programs are to:

1. **Promote participation** in athletics to enhance a student's self-concept as well as their skill development. Each athlete should be able to walk away from the sport they have played in with skills that can be used for a lifetime of fun, fitness, and good health.
2. **Promote skill development** as an important part of an athlete's growing process in the sports program. An athlete's sports skills are improved by (a) practicing fundamental skills at home and at practice sessions, (b) taking part in daily practice sessions where game type drills, scrimmages, and plays are implemented, (c) playing in game competition, scrimmages, and practices, and (d) attending sports camps, clinics, or seminars.
3. **Build character qualities** that glorify God. Honesty, dependability, humility, encouragement, and graciousness are some of these qualities. Students will learn through participation in sports at Park Christian School that good values and morals honor God. Character development is a primary focus of our sports program. The coach's and athlete's character should honor God in each sporting event. It is the responsibility of the coach to demonstrate, facilitate, and encourage Godly character in the athletes and assistant coaches.
4. **Teach unity** among athletic participants as the Bible speaks of (unity of the body) in 1 Corinthians 12:12-27. This passage speaks of members of the body encouraging each other, suffering with each other, and being honored together. Through athletic participation team members learn these things.
5. **Present an athletic program that is shaped by God** and not by society's values and ideas. This program should be a complement to the school, church, and families of our athletes.

6. **Encourage competition** as it also teaches about winning, losing, humility and graciousness. Competition and adversity are important teachers of athletes. We want to put Park Christian school athletes in an environment where their abilities are stretched and tested to teach sportsmanship, fair play and respect for authority. Participation should be fun, challenging and motivating – a positive experience.

The following are the guidelines that dictate participation in athletics at Park Christian School.

- **Elementary Sports:** The goal of this program is to allow participants equal participation if possible with an emphasis on skill development, sportsmanship, and learning the rules of the game. Playing guidelines do not carry over to tournament play unless otherwise stated.
- **Jr. High Sports:** The goal of this program is to build a higher level of competition than at the elementary grades which allows all participants some playing time while still developing skills, sportsmanship, and learning the rules of the game.
- **Sr. High Sports:** The goal of this program is to build a higher level of competition with participation being based on (a) the coach's decision, (b) team goals for each contest, (c) skill level and practice level of each athlete, (d) PCS athletic rules and academic eligibility policy.

Coaches may suspend athletes who miss practice sessions, are ineligible due to academic probation, or do not follow our statement of purpose or the PCS and MSHSL code of conduct.

## **OVERVIEW OF ATHLETIC PARTICIPATION**

The following grades comprise the divisions of participation:

Elementary- Grades 4-6

Junior High-Grades 7-8

Senior High-Grades 9-12

Elementary students will compete at their own grade level (i.e. 5<sup>th</sup> vs. 5<sup>th</sup>) unless an adequate number of players cannot be assembled from that specific grade. Elementary students may be asked to move up to the junior high level if a team cannot be assembled with junior high students. The Activities Director in conjunction with the elementary and junior high coaches will then determine the players necessary to move up and fill that team. The elementary student(s) that moves up may play at the elevated level and their own level if schedules are not conflicting.

Junior high and senior high students may be divided by skill, grade or competition level. At the senior high level tryouts may be used for team placement. Some younger athletes with advanced skills may be given the opportunity to play at an upper age level or division team. The purpose for letting these athletes compete on upper division teams is to:

1. Fill a team's roster or improve a team's play by their participation on the team
2. Develop their skills and enhance their self-concept at an appropriate level of competition

Our coaches attempt to balance the needs of every individual team member with the needs of the team and its goals. This involves the play of younger athletes, older athletes, and athletes who compete at their own level. (Please see Acceleration Policy)

More information is outlined in the acceleration process on pages 14-16.

Per MSHSL rules, athletes in grades 7-12 are eligible to play on a senior high team (C/JV/V). There are no tryouts for teams in grades 4-8.

## **Academic Eligibility for Jr./Sr. High Students**

Jr./Sr. High students will be expected to maintain passing grades in all classes to remain eligible to participate in athletics/extra-curricular activities at Park Christian School. The following process will be used to determine eligibility:

1. The teaching staff will submit eligibility reports to the Vice Principal every two weeks—weeks 2, 4, 6, and 8 within each quarter.
  - a. An email request will be sent to the teacher(s) seeking feedback for students who may be ineligible (students earning less than 70% in a class). It will be due back to the Vice Principal by the end of the school day on Tuesday of that same week.
2. If a student is declared ineligible, the student is not allowed to practice or participate in contests until the teacher(s) of the class(es) in which the student is ineligible signs off on the “Ready to Participate” form that states that the student is making significant progress toward passing.
3. It is the student’s responsibility to communicate with the teacher about what the expectations are in regards to completing work that is impacting eligibility.
4. Once all work is completed, it is the student’s responsibility to have the teacher sign the “Ready to Participate” form and turn the form into the Vice Principal.
5. Upon turning the signed “Ready to Participate” form in to the Vice Principal, the student is eligible to practice and compete.

The Vice Principal will communicate the eligibility status to those students who are impacted and to the coaches of those teams that the student is a member of.

If a student receives a first or third quarter failing grade, a new percentage of expectation for eligibility will be established for the second and fourth quarters so that a passing semester grade can be achieved and semester credit earned.

*Example: If a student received a 55% in a class quarter one or three, the new percentage expectation for eligibility the following quarter would need to be 85%.*

- A fourth quarter failing grade will not carry over any consequences to the following school year providing the second semester was passed.
- Receiving a first or second semester failing grade will have an immediate impact on participation in athletics/extra-curricular activities.
- A first or second semester failing grade will need to be recovered during the summer prior to eligibility being reinstated for the following school year.

## **Athletic Participation Requirements**

1. All athletes must abide by the rules of the PCS Student Handbook, the PCS Athletic Handbook, and the MSHSL.
2. All athletes must attend all practices, meetings, and games. Please tell the coach one day in advance if you will be absent from practice and one week in advance from a game absence. The coach has the final say regarding playing time and absences may affect playing time.
3. Each student and his/her parents/guardians must sign the MSHSL Eligibility Form and MSHSL Health Questionnaire. These forms must be on file in the Activities Office.
4. Each student must have a current (within the last three years) health physical on file in the Activities Office.
5. Athletes must be dressed and ready for participation in games and practices 15 minutes before the time the coach has determined.
6. Athletes may leave practice or game sites to go home, get drinks, go to the bathroom, attend to injuries, etc. only with the coach’s permission. Parents should not pick up their athlete until practice is over, unless prior notice is given.
7. Athlete’s parents or guardians are responsible for picking up their athlete(s) immediately after practices and games. Coaches will supervise athletes for a short period of time after practice and games. It is the parent’s responsibility to arrange alternate transportation if there is a conflict.

8. Transportation policy-please see Transportation section, page 11.
9. All athletes or athlete's parents are responsible to work during home games and special events, tournaments or sports fundraisers. The PCS elementary basketball tournament (Tournament of Champions) will be held annually and all athletes and parents are expected to participate in making the tournament successful.
10. Students must abide by the PCS athletic dress code. The coach reserves the right to make any decision in regard to dress and hair length of any PCS athlete.
11. These rules also apply to PCS students participating on any Co-op teams.

### **MSHSL Eligibility**

1. Participation in Minnesota State High School League sponsored programs is limited to students in grades 7-12. Students in grades 7, 8 and 9 may participate only if they are enrolled in the regular continuation school for the educational unit, and if the students meet all the other eligibility requirements of the League. Elementary students in grades K-6 are not eligible for participation to play or practice in MSHSL events.
2. All Minnesota State High School League Rules will apply—see MSHSL Athletic Handbook.
  - a. The Activities Director will determine if a violation of MSHSL rules has occurred.
  - b. If the student-athlete wishes to have further discussion about the ruling, he/she may request to meet with the Activities Director and the Principal.
  - c. The student-athlete or their parents may not request clarification from or appeal to the MSHSL.
3. Chemical Eligibility (MSHSL Bylaw 205.00)
  - a. Park Christian has greater penalties that will be enforced for Category I Activities. These penalties will be enforced contingent upon continued enrollment status.
    - i. First Violation Penalty-the student shall lose eligibility for three weeks.
      1. Week 1-no practice or competition; may not travel with team or sit with team at contests
      2. Weeks 2-3-may practice but not compete; may travel with team and sit with team (not in uniform) at contests
    - ii. Second Violation Penalty-the student may not participate (all practices, scrimmages, contests) for one calendar year from the date of the infraction.

### **Non-PCS Students-Home School Student Participation**

Students in grades 4-12 who are not enrolled at PCS and are homeschooled may be allowed to participate on a PCS athletic team. The student will be admitted under the same guidelines as enrolled students and PCS high school students must establish a co-op with the student's homeschool.

Students in grades 4-8 (members of an elementary and junior high team) must pay the homeschool fee as well as the activity fee for each sport they wish to participate in.

Students in grades 9-12 (and members of a high school team) must establish a co-op between their homeschool and PCS, must pay the homeschool fees for themselves as well as PCS as well as pay the activity fee and co-op fee for each sport they wish to participate in. Homeschool students must abide by the rules and standards set for PCS sports and adhere to all MSHSL guidelines.

Park Christian School reserves the right to not allow a homeschool student to participate in a PCS sponsored athletic team.

## **Team Rosters**

### **Roster Determinations**

1. Senior high teams will be divided by skill or competition levels. The coach will set the roster based on performance in practices or games during that season.
2. In grades 9-12, if an advisor or coach has too many students to conduct practices safely or effectively, they may limit squad size by following the guidelines for dressing for games as outlined below.
3. It is the intent of the school to encourage maximum participation in activities however, the number of participants on a squad must be manageable and safe. Advising or coaching staff in grades 9-12 shall be allowed to determine the established squad sizes.
4. A student may not participate on two varsity athletic teams during the same season.
  - a. Cheerleaders may participate on a varsity athletic team while being on the cheer team. Athletic team contests and practices will take precedence over cheer squad activities.

### **Dressing for Games or Contests**

If the advisor or coach has too many students on the varsity level for all of them to dress for contests may use the following procedure:

1. The first day of practice the advisor or coach should notify the team that there will be a limited number that can dress for games or contests.
2. Tell them what criteria will be used to determine who dresses.
3. After official practices have begun and before the first scheduled game, the advisor or coach should make a decision as to who will dress for games or contests. The advisor or coach can alternate members of the team to dress if they so desire.
4. Once decisions have been made as to who will dress, the advisor or coach should talk to each student on a one to one basis regarding the following:
  - a. If the athlete is going to dress and the possibilities of them dressing at a later date.
  - b. What their role will be in practice.
  - c. Give them an honest appraisal of their ability and how the future looks for them in this particular activity or sport.
5. All students will be allowed to continue to practice.

### **Attendance in School as it Applies to Athletic Participation**

#### **Excused Absence from Practice**

1. A student may miss one-half the school day (4 periods) for reasons acceptable to the principal's office and still participate.
2. If a student has a school excused absence from practice, he/she may be allowed to participate in a contest. This decision is based on coach's discretion. See the PCS Student Handbook for clarification of an excused absence.
3. If a student asks to be excused from a practice, game, or contest for an on-going school sponsored activity, a compromise should be worked out whereby the student could attend half of the activity and be at practice the other half of the time. This would not affect the amount of playing time for a student for the days they attend the other school sponsored activity.
4. If a student misses a practice, game, or contest because of a school sponsored activity that does not meet regularly such as math club and variety show, they will be allowed to participate in the next game.

#### **Unexcused Absence from Practice**

1. If a student misses practice due to an unexcused absence, he/she will not be permitted to participate in the next game or contest. See the PCS Student Handbook for clarification of an unexcused absence.
2. If a student is skipping practice, their parents will be contacted and informed that if the student continues to be unexcused, they will be dropped from the team.

3. Missing practice due to serving detention will be considered an unexcused absence and he/she will not be permitted to participate in the next game/contest.

### **Dismissal from School for Contest**

1. The advisor or coach should give the Registrar a list of players going to the contest. Give as much advance notice as possible. The coach may give a list of participants early in the season and the Registrar may go off that list for all future games.
2. The head advisor or coach should receive permission from the Principal and the Activities Director pertaining to the days that their team will have to get out of school early to practice or compete. A list of dismissal times should be distributed to the Registrar.

### **Performance vs. Practice: Participation Priority**

1. A scheduled performance through the Activities Director should have priority over a practice.
2. A conference performance should have priority over a non-conference performance.
3. A section or state scheduled performance should have priority over a regular season performance.
4. There should be no penalties given to the student for following the recommended policy.
5. If there is a conflict between multiple school related functions all parties involved will work together to meet as many obligations as reasonably possible.

### **Cancellation of Practice**

1. Unless conditions are considered dangerous, practices should not be cancelled
2. If weather conditions warrant cancelling practice, the Activities Director and Principal will make the final decision and notify the school office. The school office and coaches will inform parents of the cancellation.
3. There will be no mandatory practice on days when school has been cancelled because of inclement weather.

### **Care of Equipment**

1. Each advisor or coach is directly responsible for all equipment used in the activity or sport throughout the entire season.
2. Athletes are responsible for the care of uniforms and equipment during their athletic season.
3. Athletes who do not return uniforms or equipment at the check in time designated by the coach will be assessed a fee equal to the sum of the uniform or equipment not turned in.
4. Fees assessed to students must be paid before any report cards will be issued to the student.
5. Damaged or stained uniforms may also result in a charge being assessed to the athlete.
6. Park Christian athletic uniforms are not to be worn during physical education classes or given to friends or relatives to be worn.

### **Cell Phone Use**

Students who possess cell phones may not use a cell phone in the locker room during games or practices. Cell phones may be used to call home after a game and on a limited basis as the coach allows.

## **ATHLETIC LETTERING PROCESS AT PARK CHRISTIAN SCHOOL**

### **Requirements for Lettering**

Athletic responsibility and code of conduct: athletes must complete the entire season (aside from injury) and abide by the code set for PCS students by the MSHSL.

Letters will be given to athletes as determined by the head coach of each activity based on criteria given below:

1. Athletic participation-e.g. halves, matches, points scored, years of service
2. Athletic service-participating in camps, fundraising, special events, weightlifting, and other events the team does throughout the year
3. Gifts to the team-participating on the varsity team more than one year while giving of their time, talents, and leadership or other gifts to PCS

### **Co-op Sports Lettering Process**

Cooperative sport athletes will receive a letter based on the requirements of the school and coach for which team they participate.

## **STUDENT ATHLETE HEALTH**

### **Physicals**

1. Any student who participates in Park Christian School athletics must have on file in the Activities Office record of a physical examination performed by a physician within the previous three years in accordance with the MSHSL policy. Those students participating on a co-op sport must have a physical every year in accordance with the NDHSAA policy.
2. All physical paperwork should be submitted online or turned in to the PCS office.
3. A health questionnaire will be provided by the Minnesota State High School League and must be completed annually. The health questionnaire will include:
  - a. A statement by the parent or guardian that the student has no known existing physical condition which would preclude participation.
  - b. The signature of the parent or guardian which approves participation in athletic activities.
4. After major surgery, a concussion, or serious illness or injury, the attending physician must certify in writing the student's readiness for participation.

### **Injuries**

Because of the nature of sports, injuries may occur. All injuries must be called to the attention of the coaching staff or athletic trainer. Some injuries may require more intense care (management). When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. If necessary, additional assistance should be called.

Coaches will follow all rules in place by the Minnesota High School Athletic League regarding all injuries including but not limited to concussions.

### **Concussion Management**

Park Christian School will comply with the concussion management program requirements contained in Minnesota State Law regarding concussions and athletics. This includes Impact Testing for athletes in some sports and concussion education for coaches, athletes, parents, officials and school personnel as mandated by the MSHSL protocol.

## **ACTIVITY PARTICIPATION FEES**

A participation fee is being charged by the school for activities. The purpose of the activities fee is to cut the direct costs of interscholastic activities to assure the continuation of the programs for the benefit of the students.

High School	\$150	Homeschool-High School fee \$500 plus ALL Co-op Fees and sports fees
Golf	\$200	
Football	\$225	
Junior High	\$100	Homeschool-Gr. 4-8 fee \$200 plus sports fees
Golf	\$150	
Elementary	\$80	
Co-op	\$200	Subject to change

Athletic fees are based on the level of participation, not grade level. For example, a junior high student participating at the varsity level will pay varsity level fees.

### **Who is required to pay these fees:**

1. All students who participate in interscholastic activities must pay the fee.
2. Team rosters will be submitted to the financial department by the fourth day of the season as determined by the MSHSL calendar.
3. Fees will be billed through Smart Tuition and if not paid, will be assessed a late fee.
4. Team managers and support personnel will not be charged the athletic or activities fees.
5. Students who join a team after team rosters are submitted must still pay the full athletic fee.

### **Refund Policy**

1. No refund will be given for any reason after rosters have been submitted by the coaches to the finance department (roster will be submitted by the fourth day of the season as determined by the MSHSL calendar).
2. No refund will be given to a student who is dropped from the team for violating training rules.

## **ATHLETIC EVENT GATE FEES AND PASSES**

1. PCS students in grades K-12 are given free admittance to PCS home games.
2. Adults may purchase an individual pass good for all athletic events.
3. A Pass List at the gate will allow free admission to parents of students who are a member of the PCS high school team (C/JV/V) that is participating.
4. Event gate fees are determined each year by PCS administration.
5. Section tournament games are sanctioned by the MSHSL. PCS passes are not accepted at these events. The MSHSL determines the gate fees for section and state tournament games.

## **TRANSPORTATION**

1. High School
  - a. High school students and coaches will travel to and from the game by school transportation as provided.
  - b. All high school athletes must arrange for their own transportation to all in-town games and take the team-arranged transportation to all out-of-town games. In-town games are any games that a team bus or school-arranged transportation has not been arranged. Parents must supervise their athlete at any game site until the coach arrives.

- c. Players who travel to or from out-of-town games using non-school arranged transportation must get written permission from their parent/guardian, coach, Activities Director and Principal in advance. The Alternate Transportation Form is available online under Athletics/Handbook and Forms.
    - i. Students may ride home with parents after game with parent and coach permission.
    - ii. Students riding home with someone other than their parents requires the Alternate Transportation Form to be turned in to the principal by 9:00 am on the day of the game.
    - iii. Students riding to the game with anyone, parents/guardians included, requires the Alternate Transportation Form to be turned in to the principal by 9:00 am on the day of the game.
  - d. No students will drive their own cars from school to an out of town meet or event.
  - e. A coach or advisor will tell their students when the bus will arrive home after all trips. Coaches or advisors should allow their students to call or text their parents as to an approximate time of arrival to the school or approved drop off area. Limited cell phone use will be permitted on a road trip.
2. Elementary/JH
- a. Transportation will be provided to and from JH track and golf meets.
  - b. Transportation will not be provided to and from JH and elementary volleyball and basketball games. Parents are responsible for transporting their student to and from the games and supervise their athletes at the game site until the coach arrives.
  - c. Transportation to after school practices that are not held at PCS will be provided. Parents are responsible for picking their student up promptly after practice.

## **ELIGIBILITY TO COACH**

This section outlines the process that will be undertaken by the Activities Director when deciding who best meets the guidelines for both paid coaching and volunteer coaching at Park Christian School.

The number one reason coaches should coach at PCS is to serve the Lord with the gifts He's given. All coaches, advisors, and volunteers will:

1. Have a personal relationship with Jesus Christ.
2. Be a godly role model to our athletes, parents, and the community.
3. Promote the mission of PCS as we equip our athletes to think biblically, live wisely, and serve faithfully in the athletic arena.
4. Encourage and reinforce sportsmanship, ethical conduct and fair play. This includes the spirit of the game.
5. Have a working knowledge of the sport you coach including the skills, rules and guidelines of the competition (including league or game rules or philosophy).
6. Promote student participation, teach skill development, build character qualities that honor God and teach unity as it relates to the team and the body of Christ.
7. Make sure all student participants meet the standards set by Park Christian School and the MSHSL (Minnesota State High School League) e.g. academic standards, physical requirements, code of conduct.
8. Parents may coach a PCS team if they apply and their qualifications for the position meet the criteria given above. Parent coaches will be held to the same standards as any coaches who do not have athletes at PCS.
9. All head coach hiring decisions, both paid and volunteer, will fall to the responsibility of the Activities Director in conjunction with administration at Park Christian School.
10. All assistant coach hiring decisions, both paid and volunteer, will fall to the responsibility of the head coach of that activity in conjunction with the Activities Director.
11. All coaches both paid and volunteer must fill out a background check and coaching application before they are allowed to coach a PCS team.

Each coach/advisor is responsible for knowing the Minnesota State High School League rules that govern their activity or sport. These rules can be found on the Minnesota State High School League web site: [www.mshsl.org](http://www.mshsl.org).

## **FACILITIES AND SUPERVISION**

### **Open Gym Policy**

1. All open gyms must be scheduled through the Activities Director.
2. The school facilities during open gym should be available for all students to participate in a number of activities.
3. There will be no requirement of attendance in open gym activities as a prerequisite for membership on a high school team.
4. No influence will be placed on a student to attend an open gym.
5. No record will be kept of a student's attendance at open gyms.
6. Students shall not be given keys to open the gym. PCS open gyms must be adult supervised.

### **Supervision of Workouts**

Students will not work out in the school building or on school property without the direct supervision of an advisor, coach, or adult (e.g.-parent who has been helping the program).

### **Use of School Facilities Outside of Regular School Hours**

1. The use of school facilities by a PCS team outside of regular school hours must be scheduled in advance with the Activities Director and included on the school activity calendar.
2. The coach/advisor is responsible for the safety of the students and for the security of the facility during the practice. The facility must be secured by the coach/advisor at the conclusion of the practice.
3. Practices may not be held on Sunday per MSHSL rules.

## **SPORTSMANSHIP**

It is the expectation that athletes, coaches, and fans represent Christ and Park Christian School with the utmost integrity. This includes not abusing officials with verbal comments or gestures at any PCS sanctioned event.

## **PARENT MEETINGS FOR EACH SPORT**

Coaches/Advisors should hold a parent meeting at the beginning of the athletic season for parents and athletes to attend. At this meeting information such as practice schedules, transportation, game schedules, and athletic rules and forms will be discussed.

## **BANQUETS**

Each high school activity or sport (C/JV/Varsity teams) should hold an awards banquet at the conclusion of the season. Team and individual awards, letters, and all-conference awards should be handed out at this time. The families of the students should be included in the banquet and the planning of it. The cost of the banquet is shared by the families of those students involved in the activity.

## **CHEERLEADERS**

Cheerleading is open to students in grades 9-12. Cheerleaders will abide by the same rules of the Minnesota State High School League and other PCS policies that pertain to all activities.

## **FUNDRAISING AND DONATIONS**

All fund raisers must have the approval of the Activities Director. Coaches may solicit donations for their teams to be used to offset expenses. These donors and their contributions should be in agreement with the Director of Development.

Persons or businesses wishing to contribute to the Park Christian Athletic department may do so in the following ways:

1. Donate to the athletic general fund.
2. Donate to a specific program within the athletic department, i.e. football, track, weight room, etc.
3. Matching funds may also be designated for either the general fund or specific athletic programs.

Donated funds specified for certain athletic programs will be used at the discretion of the head coach under the supervision of the activities director.

If the head coach or activities director is fundraising for a certain item, money may be designated for that specific item. A contributor may not use leverage toward the athletic department by designating money toward an item that is not endorsed or deemed necessary by the head coach and activities director.

## **PARENT/COACH COMMUNICATION GUIDELINES**

The following are communication guidelines put in place by Park Christian School. All PCS coaches, parents and students are expected to follow these guidelines.

### **COMMUNICATION PARENTS CAN EXPECT FROM A COACH:**

1. Philosophy of the coach.
2. Expectations the coach has for your child and other team members.
3. Schedule of all practices and events.
4. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that may affect your child.

### **COMMUNICATION TO EXPECT FROM THE PARENTS/GUARDIAN:**

1. Concerns expressed directly to the coach—See the appropriate concerns listed below
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's/director's philosophy and/or expectations.

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:**

1. The treatment of the student mentally and physically.
2. Ways to help improve your child.
3. Concerns about the student's behavior.

### **ISSUES THAT NEED TO BE AVOIDED IN DISCUSSING CONCERNS WITH THE COACH:**

1. Playing Time
2. Team Strategy
3. Other students/team personnel

If a conversation with a coach turns to any of those three topics, our coaches are instructed to immediately end the discussion. A meeting may be rescheduled to continue an appropriate discussion at a later date. Further, any vulgarity, rude behavior, or threats will signal an immediate end to any discussion.

## COMMUNICATION ENGAGEMENT GUIDELINES

A positive student and coach/director experience is the ultimate goal for all co-curricular activities. Communication is critical in fostering this quality experience. If a concern evolves with the student participant, PCS recognizes that communication between the coach/director and student participant is the essential component in the resolution process. Below are guidelines to follow that support the process of effective communication. The guidelines do not include concerns about the mental, physical, or emotional well-being of the student. If a parent has a concern about any of those areas, please contact the Activities Director immediately.

1. It is highly recommended that communication regarding any co-curricular conflict (other than those listed above) begin with a meeting that involves only the student and the coach/director.
2. The Activities Director will address parent/guardian concerns (other than those listed above) by facilitating a meeting that involves only the student and the coach/director.
3. If the conflict continues, the student, coach/director, and Activities Director can meet to further discuss the issue.
  - Depending on the concern, this meeting may also include the parent(s)/guardian(s).
4. If the conflict persists, the parent(s)/guardian(s) may call to set up an appointment for a meeting following the conference procedures listed below.

**In situations that require a conference between the coach, student, and the parent/guardian, the following procedures should be followed:**

1. Call to set up an appointment to meet with the coach/director and student.
2. Include the Activities Director and/or Principal when necessary.
3. Do not confront the coach/director before or after an event. It is necessary to allow a minimum of 24 hours following a practice/event to expire prior to contacting or meeting with the coach/director.
  - In all cases, the meeting needs to be held in the presence of the student.

### Special Notes

- Any correspondence regarding a co-curricular conflict will be passed along to the student and the coach/director involved-including phone, email, and text communications.
- Park Christian School and the Park Christian School Activities Office do not guarantee a resolution to all co-curricular concerns. Further, not all concerns will be granted a step #3 or #4 meeting (see Engagement Guidelines) at the discretion of the Activities Director.

## **Park Christian School Acceleration Policy**

This is the policy of Park Christian School when it accelerates (moves up) students from Junior High school to Senior High school athletic programs.

**GUIDELINES:** Participation by students on athletic teams representing Park Christian High School will be limited to those 7-12 grade students who are enrolled full time at PCS. There are a few instances where a Junior High School athlete may be physically, emotionally, and athletically mature and gifted, that consideration should be given to them to compete at the Senior High School level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for their physical, mental, emotional and spiritual well-being.

### **DEFINITIONS:**

1. Grades 9-12 shall be considered the Senior High School programs at PCS. These grades are eligible for C/JV/V teams and not considered accelerated athletes.
2. Grades 7-8 shall be considered the Junior High School programs at PCS.
3. Acceleration in some sports shall be allowed without following the procedure in this policy by simply getting parental permission for their son/daughter to play on a high school team (e.g. track, golf, cooperative sports-soccer, tennis, cross-country, hockey, swimming & diving).

### **PROCEDURE FOR ACCELERATION:**

In the instance where acceleration will be considered from Junior High School to Senior High School the following procedures must be followed:

- Students who wish to try out (accelerate) for a senior high school team should come to the senior high school practices at the beginning of the senior high school season. Teams will be determined by the first contest. However, students have the opportunity to be accelerated throughout the season as well.
- All coaches affected will meet with the Activities Director to discuss the proposed acceleration and agree that acceleration should be considered.
- The Activities Director will have a meeting with the school principal, varsity and junior high coaches and review this request from the standpoint of the student's total development. This meeting will also discuss the effects acceleration will have on the junior high as well as the high school program when an athlete leaves their junior high team. At the end of the discussion process these parties should come to a general consensus regarding the decision to accelerate.
- If it is recommended to accelerate the athlete, the parents and athlete will be notified by the head varsity coach and asked to review the recommendation. If they concur with the recommendation to accelerate, then the athlete will be allowed to accelerate (join a high school program).
- The parents will be given the proper information and forms that allows the athlete to be in agreement with the guidelines of Park Christian High School and the Minnesota State High School League. Parents and athletes must read, agree and sign these forms before any participation occurs.
- Once the student has been accelerated the student may return to a lower level if coaches are in agreement with this process and schedules allow. Athletes are allowed to participate in two consecutive levels of competition in grades 9-12 or grades 7-8. Athletes moving between levels will be allowed on an exception basis only.
- Acceleration does not have to be a part of the summer training season. Head coaches do not have to include a junior high athlete in summer workouts, camps or team camps.

**Acceleration Agreement Form**

**Advantages of Acceleration:**

- 1. Need to challenge athletes by playing with and against better competition.
- 2. The athlete would play a varsity schedule with a longer season.
- 3. The athlete may experience frustrations due to the disparity in skill level if they continue to play at present level.
- 4. More opportunities will exist for athletes from the team the player leaves. A non-starter now becomes a starter.
- 5. The competition for positions on the team is increased, which improves intensity and skill development for everyone.
- 6. Athletes will be given an opportunity to advance their skill level in a team sport just as they can in an individual sport.

**Disadvantages of Acceleration:**

- 1. Athletes of the team the athlete is moving to may feel they are being displaced.
- 2. Athletes from both the team the athlete is leaving and the team they are going to could disagree with the promotion causing socialization issues for the accelerated athlete in school and community.
- 3. Athletes will sometimes feel they are not connected to any team.
- 4. The team the athlete leaves loses a role model and an extra teacher to help other players develop better skills.
- 5. The accelerated athlete may not realize that there will be greater expectations of them by coaches, parents and fans, thus a sense of failure may emerge.
- 6. Increased time commitment, split shifts in practice, transportation issues, etc. may negatively impact school work and parent responsibilities.
- 7. Continuity of grade level team and team accelerated to could be highly disrupted.
- 8. Open athlete up to scrutiny by parents, classmates and community members.
- 9. Injury risk factor increased due to participation against bigger, faster, and stronger athletes.

At this time your son or daughter has excellent skills and potential. We believe they have the social and mental capabilities to be accelerated. However, this in no way guarantees them a starting position on a team later in their career. Physical growth, maturity, determination, work ethic and other players' development can impact future opportunities.



Please sign this form verifying the head coach has reviewed the above items with you and your child and you agree to the acceleration.

Coach \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Athlete \_\_\_\_\_ Date \_\_\_\_\_

Activities Director \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Return this completed form to the Park Christian School Activities Director.