

ABILENE CHRISTIAN SCHOOL

ATHLETIC HANDBOOK

Revised August, 2016*

*Provisions of the handbook are subject to change at the discretion of ACS's administration. Therefore, there may be changes to the handbook during the school year that revise, supersede or eliminate one or more existing policies. ACS will provide notice of any changes.

MISSION STATEMENT

Athletics at Abilene Christian School (ACS) are an important part of the overall educational process. The athletic program furthers the mission of ACS by the following:

- Deliberately and systematically incorporating Christian principles into all activities;
- Employing dedicated Christian coaches and professional staff who embrace the values of the school;
- Encouraging academic excellence;
- Providing activities through which students may develop and demonstrate talents and abilities, gain respect for self and others, and mature physically, mentally, and spiritually;
- Providing quality and competitive sporting events around which students, parents, alumni, and friends can rally.[†]

[†] Approved for use by Athletic Committee on April 2003

ATHLETIC DEPARTMENT POLICIES

THE COACH'S ROLE

Leadership

The coach who is willing to take a personal interest in each young person with which he/she comes in contact can influence their lives and character. Coaches can teach true values and real meaning of a successful life. They can teach the proper mental attitude and the vital role it plays in the development of successful life habits.

Leadership involves genuine, solid relationships with all people, but success in coaching is determined by the coach's relationship with the players. It is absolutely essential to establish and maintain a consistent philosophy toward players and how they will be treated. A successful leader must develop a system of values with the assurance that he/she is maintaining private, personal integrity as well as good public relations.

Relationship to Officials

Officiating is an integral part of a competitive athletic program. We can teach our players respect for authority by **modeling respect** for the decisions of the referees. Modeling Christian behavior instead of berating the officials will have a tremendous impact on our players. Questions should be made by the head coach only and in a calm, controlled manner. The coach should make every effort to encourage respectful relationships between his/her team and the other team.

Game Responsibilities

The attitude of the coach is the key to the conduct of his/her players and often impacts the conduct of spectators. Because so much depends upon the coach, the coach should conduct himself/herself in such a manner that he/she will be an example for both the players and the fans. The coach should not allow himself/herself to reach the point of losing control and should teach respect for officials by accepting their decisions in the correct manner.

ADMINISTRATIVE RESPONSIBILITY[‡]

Facilities

Coaches are responsible for their own field or gym set up. Each coach will have to paint lines, prepare the playing area, and enlist volunteers as necessary. This includes clock, book, gate, and officials.

They are also responsible for cleaning up the practice area and making it free of all equipment, tables, chairs, etc. The field and gym are to be left prepared for P.E. the following morning. This includes clean-up after your ballgame. All equipment should be locked up at the appropriate location after practices or games.

The stage storage doors and all equipment closets/rooms are to be locked **at all** times. All equipment should be locked and stored in its correct place so that each coach may have access when needed. Please turn off all gym, stage, and cafeteria lights at the conclusion of the event(s). Coaches should insure that the stage is clean after practice and events.

Do not give your keys to students or anyone else.

[‡] Coaches are also responsible for complying with policies set out in the ACS Employee Handbook.

Transportation

All full-time coaches (ages 25 and older) are required to have their CDL in order to transport students in our busses. Coaches are responsible for arranging drivers for their events.

Supervision

Coaches have the responsibility for all athletes under their supervision. Do not allow any student/athlete to be unattended at the school campus unless specific arrangements are made with the parents. **Stay with the athletes until the last student is picked up.**

Correspondence

Coaches are encouraged to communicate to parents through email on a weekly basis. Parents should receive information about the upcoming week in regard to practice times, games, travel plans, and any pertinent information regarding that team. Texting has become a necessary form of communication with athletes, and we want to ensure that coaches take necessary precautions to protect themselves. Please include an administrator and/or parents in team texts. Avoid, if at all possible, texting individual players. If this cannot be done, please include the athlete's parent(s) and/or an administrator in the communication.

Faculty Meetings

Coaches should plan to attend faculty meetings, if possible. Wednesday practices must be completed by 6:00 p.m. for all sports.

Inventory

Each coach should have a uniform inventory list for each item of clothing. This will contain every athlete's name, type of clothing, number of item, condition, size and check-in date. This will be completed at the beginning and end of each season.

Eligibility

The athletic eligibility policy, as stated in the Parent/Student Handbook, will be enforced. Coaches may require players to turn in weekly eligibility slips to motivate the athlete to remain eligible.

Attire

Coaches should dress professionally as the weather and sport dictates.

Scheduling

The athletic director is responsible for scheduling all games and contests. This duty may be delegated when appropriate, with athletic director's approval.

Seating Arrangements

Girls and boys traveling to and from athletic events in school vehicles should be kept separated while in the vehicle. The manner in which this is accomplished is left up to the coach in charge of the trip. (i.e. Girls in the front of the bus and boys in the back or girls on the left side of the bus and boys on the right.)

Calendar Changes

All athletic events should be scheduled at least 72 hours in advance (if possible) in order to adequately notify everyone involved. Please notify the secondary and administrative offices of any schedule changes or additions as soon as possible. The secondary principal must approve changes that require students to miss part, or all, of the school day.

COACHES CHECKLIST

To assist the Coach with his/her various responsibilities, the following checklist should be used:

Pre-Season

- _____ Schedule games after checking the master calendar and high school calendars
- _____ Submit schedule to athletic director for approval
- _____ Confirm the schedule with schools
- _____ Send copy of schedule to officials, athletic director, office
*Notify school, athletic director, office, and officials of any changes to schedule
- _____ Check equipment, uniforms, number of participants, etc.
- _____ Obtain and read a copy of current rule book, TAPPS contest rules for your sport, current TAPPS calendar, and ACS Athletic Handbook
- _____ Login to Tappster and complete all testing required by TAPPS for the sports you coach
- _____ Discuss practice times and location with athletic director (check the main calendar) and notify athletes

Before First Practice

- _____ Be sure your athletes have a physical and TAPPS form on file in the office
(No athlete will be allowed to practice without one)

Responsibilities During the Season

- _____ Be sure that all equipment is put away and is secure, gym and stage area clean, lights turned off, doors locked, etc. before leaving – gym should be clean and ready for the PE classes the next day
- _____ Check to be sure athletes are eligible to participate in athletic events (check grades)
- _____ Provide teachers emailed communications with team rosters, date, and departure times when athletes will miss any class. Teachers need to know this information the week before a school sponsored absence. Communicating with the teachers the day before or the day of your game is not acceptable.
- _____ Notify the office when a hotel is needed for a contest requiring an overnight stay
- _____ Turn in a rooming list to the office for all out of town games requiring a hotel

_____ Be sure that all athletes have paid the office for hotel rooms before athletes get on the bus for the trip

_____ Coordinate details for senior night with the cheerleading coach

Before First Game

_____ If team t-shirts/warm-ups are purchased, attempt to collect all money before distributing items

_____ Turn in a complete roster, including managers, to the secondary administrative assistant

_____ Keep track of all inventory

_____ Obtain a book of medical release forms from the office

_____ Set up gym or field

_____ Find a gate, clock, bookkeeper, and any other personnel needed

_____ Gather equipment together – water bottles, towels, game book, stat sheets, practice balls, game ball, medical kit, appropriate music, sound system, announcer if needed

_____ Communicate with maintenance director about bus transportation

After Each Game

_____ Call in game results to Abilene Reporter News Sports Desk and various media outlets

_____ Clean the bus before parking it for the night

_____ Return all equipment back to its proper place

End of the Season

_____ Collect all uniforms

_____ Inventory all equipment

_____ Turn in inventory of equipment and all names for lost/damaged uniforms to AD

_____ Pack equipment/uniforms for the next season

_____ Compile all stats

_____ Give a list of new school records to the AD for the record boards

_____ Turn in a list of athletes who have lettered or will receive a participation award

_____ Vote on team awards and turn names in to the office

_____ Submit check request for meal reimbursement to AD

_____ Begin scheduling for the next season

CONDUCT OF STUDENT ATHLETES

Abilene Christian Panthers have a great deal of class and pride. We expect our athletes to conduct themselves as ladies and gentlemen at all times. They are expected to follow school rules and procedures both in and out of class. When traveling, athletes should dress neatly and modestly. Coaches will have final determination in this matter.

Injury or illness

All injuries or illnesses should be reported immediately to a coach. Coaches will either treat the injury (when minor) or refer the athlete to a physician or trainer. Should there be any indication of fracture or concussion, please do not move the child. **A Student Accident Report must be completed and turned in to the Athletic Director for all referrals to a physician or trainer.** Generally, no one is expected to miss practice or meetings without the Head Coach's permission. However, if injured, an athlete should not practice or compete without clearance by a physician or trainer.

Locker Room

Athletes are to keep equipment in their lockers and off of the floor. Equipment should be cleaned on a regular basis. Cleated shoes should be removed before entering the building.

Quitting or expulsion

If at any time an athlete quits or is expelled from a team, he/she gives up all rights to any honors which he/she has earned but has not yet received. He/she must bring a note from his/her parents stating they are aware of his/her intention to quit and its implications. Such players will not be allowed to participate in the next scheduled sport until the abandoned sport's season is completed. The Athletic Director and coach may consider extenuating circumstances involving this consequence.

Spring Sports Guidelines

The following guidelines should be followed in order for the spring sports to maintain their integrity.

To participate in baseball, golf, tennis, or track, athletes must fulfill the following requirements:

1. To participate in a contest, the athlete must have participated in a minimum of 50 % of the called workouts the week prior to the contest.
2. To participate in a district contest, the athlete must fulfill #1 and compete in one other contest.
3. The above requirements may be waived by the Athletic Director in the case of injury.

The head coach of any spring sport will be allowed discretion (with administration's input – if necessary) to waive these requirements for athletes participating in another concurrent sport.

PURCHASES AND DEPOSITS

All coaches shall complete and submit the appropriate check request and deposit forms to the business manager in a timely manner. Coaches needing to be reimbursed for expenses incurred (including money for meals) should complete a check request form for approval. This may be done weekly, monthly or at the completion of the season. For more information, see the "Employee Handbook."

BUS OPERATIONS

In order to maintain our fleet in a safe, serviceable condition, please follow these procedures for any field trip or extra-curricular event. See the Travel policy in the "Employee Handbook."

- Complete a visual inspection of the vehicle before departure and after your return to campus
- Upon returning to the school, be sure that the bus is clean (trash picked up and bus swept).
- Report bus problems to the Director of Maintenance and turn in gas receipts to the Athletic Director.
- Park the bus in its assigned spot.

EARNING A LETTER

BASEBALL

1. Ten (10) points are required to letter for baseball.
2. Participation in a game is worth 1 point.

BASKETBALL (Boys and Girls)

1. Thirty (30) quarters are required to letter for varsity basketball.
2. Entrance into a game is considered one (1) quarter.

CROSS COUNTRY (Boys and Girls)

1. Ten (10) points are required to letter for cross-country.
2. Two (2) points per cross-country meet are earned by entering and completing a meet.
3. Participation in the TAPPS State Meet is worth three (3) points.
4. Achieving All-State status (finishing in the top ten at the State Meet) is worth six (6) points.

FOOTBALL

1. Sixteen (16) quarters are required to letter for varsity football.
2. One play in a quarter is considered a quarter (kickoff, kickoff return, punt and punt return).

GOLF (Boys and Girls)

1. Ten (10) points are required to letter in golf.
2. Two (2) points per golf meet are earned by entering and participating in a school meet.
3. Participation in the TAPPS State Golf Tournament is worth three (3) points.

TENNIS (Boys and Girls)

1. Ten (10) points are required to letter in tennis.
2. Two (2) points per tennis meet are earned by entering and participating in a school meet.
3. Participation in the TAPPS State Tennis Tournament is worth three (3) points.

TRACK (Boys and Girls)

1. Ten (10) points are required to letter.
2. One (1) point per track meet is earned by entering and participating in a meet, plus the points earned by placing in a meet.
3. Participation in the TAPPS State Track Meet is worth three (3) points.

VOLLEYBALL

1. Twenty-five (25) points are to letter for volleyball.
2. Participation in a game is worth 1 point.

MANAGERS

Two (2) years of service are required to letter.

JACKETS

Jackets will be presented the subsequent year after the letter has been earned.

* An additional requirement will be that the athletes will be judged on their attitude, spiritual leadership, team support, and representation for ACS. An athlete who quits a team or is released for disciplinary action will not be awarded a letter. Administration can review individual cases involving extenuating circumstances.

**In special circumstances, at the discretion of the coach, letters may be awarded to individual athletes not fulfilling all of the stated criteria.