



**HANDBOOK FOR COACHES**  
**2023-2024**

Dear Coach,

As we begin our sports season, I'd like to thank you for your willingness to be a Christian role model and leader for our students. Countless hours and energy go into a sports season, and we realize how crucial you are to making this season a success. We consider you an extension of our educational arm. You have had and will have an important impact on the lives of the players and the parents that you come into contact with. Please be in prayer about these interactions and the high calling of being a Christian coach. You will be the hands of Christ in an important way this season.

I'd also like to take this opportunity to remind you of a few items which can make this a smooth season for everyone. Some of these items are for coaches only, and some we ask that you make sure the parents of your athletes are aware of.

#### **FOR COACHES:**

1. Students may only try out (or "practice" if it is a non-cut sport) AFTER they have handed you a yellow pay-to-participate card. A student who shows up for tryouts without a yellow card must be sent to the office to get one, or they must sit out the day until they can get one. No exceptions can be made to this unless the AD approves.
2. Enter the building through the north door when the building is locked. Any other entrance will set off the alarm immediately.
3. If you have to use a classroom for a team meeting, you must be in the room with the students at all times. Keep them off desktops, out of teachers' closets and desk drawers, and away from the boards, media equipment, etc.
4. If parents are feeding athletes at school, there must be a plan for supervision and clean up for all rooms used. The coach must make the parents aware of their duty to both supervise and clean up.
5. If you have students in the weight room, they must be supervised by an adult. This is an insurance issue.

#### **FOR PARENTS:**

1. If parents intend to feed athletes at school, they must make arrangements with the office at least three days in advance. The office will also need the name and phone number of a contact person for that dinner. Many teams want to use the kitchen. Early sign-up is advised.
2. The Home Economics room may be used for team dinners if necessary.
3. If any clothes or cheering items are ordered for the team, make sure parents are aware of our policy that all items that bear our name must have approval of the AD before they are ordered and be ordered from an approved vendor.
4. Please also note with your parents the following item concerning curbing excess costs of team meals and extra clothing items.

#### **EXTRA COSTS**

In response to parent concerns and at the directive of the Athletic Board Committee we are recommending the following concerning extra costs incurred by parents of athletes on a CCHS sports team:

Team Meals – Costs of feeding a team can be quite expensive. We recommend that team meals be kept simple and cost contained (subs, BBQ, etc.). Parents may want to limit the number of times per season that team meals are offered to a certain number or to only home contests, or

even to a few select events. Another consideration, if team meals are limited, would be to invite the opposing team to join our team for a simple meal after or before the contest.

Team Clothing – We recommend that each team purchase only one reasonably priced item of clothing per season.

*These recommendations will be discussed at your individual teams' parent meetings also, and we welcome input on ways to keep spending at a reasonable level for parents of athletes.*

Thanks again for your help. Should you have any questions or if I can help in any way, please contact me.

Tom Bouma  
Athletic Director

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## **Grandville Calvin Christian Schools Mission:**

Loving. Learning. Serving.

### **Athletics Mission:**

Grandville Calvin Christian Schools seek to model joyful living through athletic experiences. The athletic program shapes bodies, hearts, minds and behaviors as we belong to Christ. Athletics offer opportunities to learn fitness, proficiency, team commitment, respect for others, self-control and how to deal with both success and failure. Athletics is a form of worship, a celebration of life in Christ and service to others. Every athlete, coach, and parent share in the responsibility of praising God through athletics.

### **Athletics Vision:**

- Student athletes, coaches and parents are loved and valued as all are created in the image of Christ.
- Student athletes, coaches and parents are engaged through sports in active learning about God and his world.
- Student athletes, coaches and parents are led by the Spirit to serve others in God's world.

### **Guidance for Calvin Athletes, Parents and Coaches:**

**Athletes:** The vision for the student athlete is built on the foundation of faith at the center of all things. An athlete should strive to reach the highest level of individual and team performance while maintaining primary focus on academics. Athletes are expected to use their God-given talents to the best of their abilities in both practice and play in order to bring praise and glory to Christ. The expectation is that athletes will display qualities such as godliness, obedience, humility, servant leadership, perseverance and self-control while on and off the field for the purpose of advancing the gospel.

**Coaches:** Coaches are to represent Christ, themselves, and the school in a God-honoring fashion. Coaches will train athletes to do the same. Coaches will be gifted in their field and will skillfully prepare athletes to compete at the highest level of play. Coaches will seek to develop the whole child and the whole team. Every individual on the team is a child of Christ and deserves to be treated and trained with respect and dignity. Calvin coaches will seek to form mentoring relationships with players that will allow them to transform the athletes' lives for Christ.

**Parents:** Parents share in the responsibility of making sport an experience where the gospel is presented in a positive light. The competitive environment is a place for growth, both individually and as a community of believers, in Christian character as teams experience testing and adversity, as well as triumph. As families and fans support the teams through attendance at athletic events, they are expected to display, in action and in speech, the same qualities of spirit that coaches are trying to teach to athletes. Staff, students, and families are encouraged to join in support of athletics in order to promote school spirit, unity, and a positive atmosphere.

**Guiding Principles:**

- Sport has a rightful place in Christian living. We will work to use sport as a means to develop spiritual formation in student athletes.
- Christian character defines who we are. God-honoring behavior, good sportsmanship, and avoiding drugs, alcohol, and tobacco are required.
- We will pursue excellence in all things. Competition is essential to sport, yet when winning becomes an end in itself it can breed resentment and may dishonor God.
- Academics lead the way – successful athletes must be successful students.
- We will compete at the highest possible level.
- We will teach an understanding of the rules, techniques and strategies of the various games for maximum enjoyment and benefit.
- We will both win and lose with grace and humility.
- Together students, coaches, parents and fans are witnesses of their Christian faith in practice, competition, or as spectators and as such must represent Christ in all aspects of our athletic program.

**Code of Professionalism and Conduct for Coaches at GCCS****Part 1: Professionalism**

1.1 Coaches should uphold the mission and vision of GCCS and should adhere to all guidelines as outlined by the coach job description.

1.2 Coaches should maintain appropriate professional boundaries and avoid improper contact or relationships with students. Coaches hold a unique position of trust.

1.3 Coaches should avoid situations both within and outside the professional context which could be considered criminal activity or call into question the coach's fitness to teach.

1.4 Coaches should uphold standards of personal and professional conduct, honesty and integrity to insure confidence of the school, the student and parent community in GCCS coaches.

1.5 Coaches must always keep in mind that they serve as role models to students and act as standard bearers of the school, and as such should reflect Christ's love and promote/teach historic Christian doctrine, scriptural interpretation, and long-standing spiritual truths.

1.6 If the coaching role requires hiring and/or soliciting volunteer assistant coaches (or any role involving a degree of student interaction and mentorship), the head coach should attempt to ascertain the assistant's commitment to traditional Christian values and help ensure that all assistants reflect and adhere to our school's core values.

## **Part 2: Professional Responsibilities towards Students**

2.1 Coaches should maintain teacher and student confidentiality unless it is required by law or the school to report.

2.2 Coaches should be honest and fair in relation to information they provide about students.

2.3 Coaches should maintain an updated knowledge of CPS guidelines.

2.4 Coaches have a professional responsibility to strive for the best educational outcomes for students.

2.5 Coaches must raise concerns about colleagues in connection with students using the proper GCCS procedures as described in the Matthew 18 principle guidelines.

## **Part 3: Coach and Student Relationship Code of Conduct**

3.1 Coaches should establish professional boundaries in their relationships with students.

3.2 Coaches should manage student behavior using protocols and strategies that do not harm or use physical violence in any way against a student.

3.3 Coaches should take into account reasonable norms when conducting interviews with students keeping in mind their development level, the context and the circumstances.

3.4 Coaches must understand that the onus is upon them to distance themselves from any potentiality of an inappropriate situation.

3.5 Coaches should avoid any physical touch not deemed appropriate or that can be interpreted in any way as inappropriate or sexual regardless of the apparent consent of the student.

3.6 Coaches should recognize that professional boundaries extend beyond the context of school.

3.7 Coaches should not attempt to establish an inappropriate relationship with any student by means which might include but are not limited to:

- communication of a personal nature.
- engaging in an inappropriate way through the internet or by other means with students.
- sending emails, text messages or posting on social media to students in an inappropriate nature.
- discussing with students your own intimate or personal relationships.
- becoming involved in a student's personal affairs beyond helping them connect to proper resources for care.

3.8 Coaches need to be aware of the potential dangers of being alone with a student or small group of students in a private or isolated setting. Coaches should

- use common sense to avoid circumstances which could be perceived to be of an inappropriate nature.
- be aware that the internet and social networking can quickly blur the professional boundaries between teachers and students.

- never be in possession of illegal or inappropriate images of any children.
- never be under the influence of alcohol or illegal drugs while in a professional setting.

#### **Part 4: Guidelines for Educational Excursions, Trips and any Travel Involving Students**

4.1 Coaches have a primary responsibility to insure the physical safety of students on any travel outside of school.

4.2 All off campus travel must be authorized by the administration and parents. No overnight travel should exceed more than three nights.

4.3 A Coach should remember that the professional standard expected within school/practice hours and on school property should still be adhered to on field trips, overnight trips or any travel away from school.

4.4 If coaches will only take a small group of students on a trip, careful attention should be paid to the selection process. Use good judgement in how the selection of a small group may impact other students.

4.5 Coaches should use extreme care in the student to teacher ratio while traveling in school or personal vehicles. A ratio of one coach and one student should be avoided. Whenever possible chaperones should be in a minimum of pairs with students and whenever possible should include a chaperone of the same gender as the students.

4.6 If overnight lodging is needed, chaperones should include chaperones of the same gender as students whenever possible. Chaperones may not share rooms with students unless the group is staying in a bunk context with multiple students and chaperones. Careful attention should be paid to privacy and modesty during travel with students.

4.7 Chaperones and students should remain in public, plain view, whenever possible and should avoid situations where isolation can occur.

4.8 Chaperones should be reachable by parents at all times, if possible. Parent permission should be obtained whenever possible for any medical or personal care that students may need.

4.9 Chaperones should pay careful attention to medication and medical guidelines while traveling. They should adhere to the same standards that are in effect on campus.



## **RESPONSIBILITY OF REPORTING CRITICAL ISSUES INVOLVING ATHLETES**

As a liability issue, teachers and coaches are **required** to report to the appropriate administrative personnel all suspected or known instances which directly affect the health, safety, or well-being of our students. This includes violations of our student code of conduct, eligibility issues, and suspected or known cases of any kind of abuse.

### **Scope of Professional Relationship and Conduct for Teachers and Students**

Coaches who share an additional relationship with the student outside of the school such as pastor, youth leader, employer etc. should adhere to school guidelines if at all possible. When it comes to the law and policy coaches are viewed as coaches whenever they are in contact with students while the students are enrolled at the school.

### **Sexual Harassment Policy**

In alignment with its mission and in accordance with state law, GCCS will not tolerate inappropriate sexual conduct. Unprofessional conduct may constitute sexual harassment. GCCS does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation of a Godly learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

GCCS will take appropriate action to prevent and correct conduct that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Such disciplinary action could include but is not limited to actions such as oral or written reprimand, professional counseling, reassignment, suspension or termination. Restorative justice will be used if possible, but the safety of students and employees is of primary importance when it comes to professional misconduct. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving GCCS employees and students and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of the administration to recognize and respond to forms of sexual harassment in a prompt, fair and effective manner. The school system will prohibit retaliation against any person who reports sexual harassment.

### **What is Sexual Harassment?**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

## **Prohibited Conduct**

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Pressure or requests for sexual activities
- Graphic comments about an individual's body or dress

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.

## **Expectations**

The GCCS Board expects employees and students to be committed to creating and maintaining a God honoring environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- GCCS policy on sexual harassment will be communicated to all employees and students.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with GCCS obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

## **Actions for Employees**

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or principal. You may also report it directly to the head of schools. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

## SELECTION OF COACHES

Coaches are recommended by the Athletic Director. The Athletic Director presents the coaches to the Head of Schools. All coaches are "at will" employees. Each year each coach will be evaluated by the Athletic Director and determination on their employment for the next year will be made.

## VOLUNTEER ASSISTANTS

All volunteers and anyone that works with Calvin Christian High School athletes must be approved by the Athletic Director and complete the appropriate HR paperwork.

## TORNADO POLICY (Watch or Warning)

1. Watch/Warning given while school is in session
  - a. All practices and events scheduled after school (4:00 p.m.) will be cancelled.
  - b. Events scheduled later in the evening (e.g. 6:30 p.m. JV Football) will be cancelled if the "all-clear" is not given at least 2 hours prior to the start time of the event.
2. Watch given after school has been dismissed
  - a. All practices and contests in progress will be immediately suspended and the athletes sent home.
  - b. Events scheduled later in the evening, see "b" above.
3. Warning given after school has been dismissed
  - a. All practices and contests in progress will be immediately suspended and the athletes will report to the locker rooms. If there is an immediate threat, athletes should use the ravine that runs past the tennis courts.
  - b. Events scheduled later in the evening, see "b" above.

## GENERAL COACHING RESPONSIBILITIES

While we realize that each coach who is a teacher on the staff has many other responsibilities, the primary one being teaching, we expect that each coach will try to be the best coach that he can be without neglecting other responsibilities. His efforts must include:

1. Staying current with the sport; attending rules meetings is strongly recommended and required for head coaches in many sports.
2. Familiarizing him/herself with the regulations governing the sports, as written in the MHSAA Handbook and National Federation.
3. Completing the MHSAA online courses that are required. Passing the test(s) that is associated with any of those courses.
4. Familiarizing him/herself with the eligibility regulations of the state and school, and thoroughly familiarizing his athletes with these regulations.
5. Familiarizing him/herself with and implementing the Athletic Philosophy of Calvin Christian High School (see page i).
6. Confirming players' eligibility before a sport begins by personally checking with the Athletic Director.
7. Holding a pre-season meeting with the players and parents to explain expectations and goals for the coming season. A written calendar of practice times and games should be included in your presentation.
8. Additional guidelines for coaches and athletic teams:
  - a. All coaches and/or sponsors must supply the Athletic Director (AD) or the Summer Camp Coordinator with a detailed plan and rationale for their summer programs, including their expectations for the athletes involved. These plans and rationale must be given to the AD two weeks prior to the start of the

- summer vacation.
- b. All coaches must learn what the state regulations are regarding their individual sports and abide by them.
- c. During the off-season a coach **may not** require attendance at practices or make unfair demands of the athletes.
- d. We feel that clinics can be very positive for coaches. The AD must be notified at least two weeks prior to attending a clinic.
- e. Coaches or sponsors who contemplate taking groups or whole teams on any overnight trip must notify the AD of their plans three (3) months in advance. An Athletic Trip Request Form (see page xiii) must accompany that notification. It must be followed up with a detailed, well-organized, day by day itinerary which must be given to the AD for his recommendation two (2) months before the time of departure. The AD recommendation will be reported to the Head of Schools (HOS). Upon approval of the HOS, the coaches/sponsors will be notified. Because of time limits, the athletic director and the HOS will address special circumstances such as trips to the State Finals, etc. on an individual basis.

### COMMUNICATION EXPECTATIONS

The following information is included in the Guide for Parent and Coach Communication brochure available to parents.

To achieve positive communication it will help to have some basic rules participants, parents, and coaches should follow.

1. Communication parents should expect from their child's coach
  - a. Philosophy of the coach
  - b. Expectations the coach has for the athlete
  - c. Locations and times for all practices and contests
  - d. Team requirements, i.e. fees, special equipment, off-season conditioning...
  - e. Procedures in case your child is injured during participation
  - f. Discipline that results in the denial of your child's participation
2. Communication a coach expects from parents
  - a. Concerns should be expressed directly to the coach. Adhere to the Matthew 18 principle which states that parents/players should talk to coaches about problems before talking to the athletic director, principal or other parents. If the matter is not resolved through discussion with the coach, parents should go to the athletic director before talking to board members about coaches.
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns about a coach's philosophy or expectations
  - d. Personal insights a parent can share that will help the coach work with the athlete
  - e. Support for the rules of eligibility and training set up by the coach and school
3. Appropriate concerns for a parent to discuss with a coach
  - a. Expectations for your son/daughter during practices and games
  - b. Ways to help your child improve
  - c. Concerns about your child
  - d. Academic support
4. Issues not appropriate to discuss with a coach
  - a. Playing time
  - b. Team strategy
  - c. Play calling
  - d. Other student athletes

5. Procedures to follow to discuss issues with parents
  - a. Set up an appointment with the coach. If the coach cannot be reached, the Athletic Director will set up a meeting for you.
  - b. Do not attempt to confront a coach before, during or immediately after a contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
  - c. Use the 24/48-hour rule. Wait to discuss a situation with the coach until 24 hours after the contest but not later than 48 hours.
  - d. If a meeting with the coach does not provide satisfactory resolution, you may call and set up an appointment with the AD. At this meeting the appropriate next step can be determined if the situation is still unresolved.
  - e. Practice Christian courtesy in all parent-coach interactions. For the Christian, courtesy is a loving sensitivity, the graciousness of love-prompted servanthood, a consciously chosen form of humility. It is the death of self and the life of Christ in us. Christian courtesy is born of deep respect for the God-image that every human being carries.

### BUDGET AND EQUIPMENT ORDERING

Submit in writing to the Athletic Director, prior to May 1, any major changes in requests for equipment or materials for the following year. The Athletic Director will establish a budget for the following year and coaches will be made aware of the amount allotted for the sports that they coach (see page xii).

All equipment must be approved and ordered by the Athletic Director. Orders must be made for fall sports by May 30, winter sports by September 30, and spring sports by January 30.

### PRACTICE ATTIRE

Students involved with after school practices, games and activities are expected to dress adhering to the spirit and design of the Calvin Christian Middle and High School dress code. Bare backs for boys and only wearing sports bras for girls would be considered inappropriate.

### EQUIPMENT AND UNIFORM INVENTORY

1. Each coach is responsible for keeping an inventory of equipment and uniforms. An inventory sheet should be prepared at the beginning of the season and an ending inventory turned in at the end of the season to the Athletic Director. Please refer to the inventory checklist for your sport.
2. Coaches are responsible for making sure that all equipment is appropriately and adequately stored for the next season of use. Set up a specific date for your team to turn in equipment and uniforms. If not turned in on that date, assignments of a detention would be appropriate.
3. An accurate record should be kept of all equipment issued to and returned by athletes. Number uniforms and equipment whenever possible, recording numbers of items issued to each player.

### ATTENDANCE AT PRACTICES AND GAMES

1. Each coach should review, with the Athletic Director, the frequency and length of practices and the desired competitive schedule. Each practice should be of a consistent length to allow for planned pick up times and prompt cleaning of the school facility. No practice should last (in its entirety) more than two and a half hours on a school night.
2. Coaches are to be in attendance at each practice and competitive event scheduled for their team. The coach should be present when athletes are dressing and **remain with them until all have left the building**. Coaches should secure the building when they leave. Leave no doors open or unlocked.

3. The coach is responsible for the security of the building. Do not prop the front door open and leave it unattended. Check all doors including the locker room to be sure that they are locked when you leave.

### FACILITIES RESPONSIBILITIES

In order to assist in keeping the cost of our educational program down, we expect all school personnel to take some responsibility for matters that would possibly not be theirs in some other school setting.

1. We expect you to assist, and have students assist, in preparing and caring for the athletic facilities and equipment. Requirements not met by this procedure should be discussed with the Athletic Director, and he will make arrangements for those items agreed upon.
2. Many of the athletic facilities serve as teaching facilities for physical education classes. Consult with and be considerate of the physical education teachers in the use of the facilities and equipment.
3. Where one facility is used by a number of teams during the same season, the Athletic Director will develop a schedule of use. Be considerate and cooperative in situations of high demand.

### CLASS ATTENDANCE

1. Every effort should be made to schedule athletic events so that they do not require that students be dismissed from class. In the event that this is necessary
  - a. **Permission must be granted by the AD**
  - b. **All teachers involved and the attendance secretary must be informed of the students' absence or release from class at least one day in advance**

### STATE FINALS ATTENDANCE

Trips to state finals must be requested and approved by the AD and principal using the Athletic Trip Request Form (see page xiii).

Please use the following procedure for excusing student athletes for non-state and state final competitions.

1. **Team Sports** (Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Hockey, Soccer, Softball, Tennis, Volleyball and Wrestling): Because of the nature of the sport, all athletes will attend non-state and state final competitions if the team qualifies.
2. **Individual Sports** (Cross Country, Golf, Swimming, Tennis, Track and Field and Wrestling):
  - a. At any competition that is not a state final, only athletes who qualify will be excused from school, if necessary, to participate in the event.
  - b. At state final competitions the head coach will decide if the whole team attends or if only the individuals who qualify attend. If the coach decides to take the whole team, the following must take place:
    - i. The coach must fill out a plan form obtained from the athletic director.
    - ii. The plan must be approved by the AD or HOS BEFORE being discussed with the team.
    - iii. There will be no school financial support for non-qualifying team members.
    - iv. The school will make some reimbursement for expenses of individual athletes who qualify.

Athletic Policy Committee recommendation to the principal May 23, 1996.

**SNOW AND ICE DAY-** If school is cancelled for snow/ice or some other act of nature, practices will be cancelled unless the Athletic Director gives permission. Even if that permission is granted, the practices will ALWAYS be optional and the coach will not hold it against the athlete if the parent

chooses to keep the athlete home.

### SUNDAY PLAY

Calvin Christian will not hold any athletic practices on Sunday, nor will it participate in any athletic contests, camps or tournaments on Sunday. This policy applies to all Calvin athletic teams and individuals and to all Calvin club teams and individuals.

### KEYS

Security of equipment and facilities is an important matter. **Keys must not be lent to students.** You open doors for them. **Keep your keys on your person. Do not leave them lying on a desk or floor.** Immediately report lost keys to the principal. At the end of your sports season, your keys should be accounted for with the office personnel or returned, whichever is appropriate.

### SUMMER CAMP POLICY (developed 3/1/99)

1. There will be a spiritual dimension of some sort that makes the camp distinctively Christian.
2. There will be some uniformity in costs. The camps will be reasonable in terms of cost to parents and campers.
3. The coach in conjunction with the AD will schedule any half-time activities that campers or clinic kids may be involved in.
4. The coach will run the camp and take care of the following items:
  - a. Be responsible for all cleanup of campers' trash in the gym, hallways and outside.
  - b. Decide if there will be student helpers at the camp and what their wage will be.
  - c. Stay at the school until all campers have left the school campus.
  - d. Make sure the building is secure when the camp is over.
    - i. Turn off all lights
    - ii. Check that all doors are locked
    - iii. Check that there is no one in the building who should not be there.

### TRANSPORTATION

Every effort will be made to provide transportation of teams to athletic events. The following rules and guidelines will prevail:

1. The Transportation Supervisor will arrange transportation after the administrative assistant gives her a list of games.
2. Coaches may drive a yellow school bus if they have been certified as a bus driver.
3. When riding a bus, remember to have students close windows and pick up papers from the floor before leaving it. The coach is responsible for the condition of the bus when the team leaves it.
4. **Students are responsible for their own rides home from away contests.**
5. The coach must make sure that someone is at the contest to meet the team when they arrive.
6. The school will reimburse the coach at a rate per mile to be determined by the Athletic Director for miles traveled to and from away contests. The starting point for miles begins at Calvin Christian High School.

### CLINIC ALLOWANCES FOR PAID HS COACHES (there is no allowance in the budget for volunteers)

1. The school will pay for one clinic registration fee for each coach per year **when approved by the A.D.**
2. The school will pay \$45.00 for food and \$90.00 for a hotel per year (this may accumulate to \$90.00 and \$180.00 once every two years.)
3. Clinic registration will be limited to \$150.00 a year.
4. On staff coaches can miss one school day a year for clinics per sport coached

5. Coaches with less than 3 years experience in their sport are encouraged to attend a clinic every year, and will be compensated up to \$300.00/year.
6. After 10 years of coaching (and every 5 years after) any sport at the high school level at Calvin Christian High School the school will pay up to \$750.00 for the coach to attend a national clinic.

### INITIATION AND HAZING

To assure the safety and well-being of all students, Calvin Christian Schools strictly forbid hazing or initiation in school and in any and all school-sponsored activities. Violation of this policy will result in disciplinary action for students involved and/or any coach or event sponsor who knowingly allows the practice.

### MOVING ATHLETES UP A LEVEL

Any coach considering “pulling up” an athlete to a higher level (i.e. from jv to varsity) must complete the Athlete Advancement Checklist (see page xvi) with the Athletic Director **BEFORE** even mentioning it to the athlete or parents.

### SALARY SCHEDULE

Each year the athletic director and the HOS review the salary schedule for coaches. A checklist will be completed by the coach at the end of the season and returned with a request form for payment of salary. **Full salary will not be paid until the checklist is completed and reviewed by the Athletic Director.** Note: Changes in coaching assignments will require that the coach begin at Step 1 of the salary schedule. The exception will be when a coach goes to a lower coaching assignment within the same sport; he/she will then receive credit for the years’ experience at the higher level. Coaching experience other than at CCHS will be credited toward higher step levels.

### TEAM ROSTER AND STATISTICS

Coaches are responsible for providing the Athletic Director with the following:

1. In order to construct programs and eligibility lists, an accurate roster of all team members and student managers must be submitted **as soon as the team has been selected**. Coaches are to use the form provided.
2. An accurate list of all athletes and their awards must be provided at the conclusion of the team's season. Allow one week for processing of certificates and obtaining of trophies.
3. Coaches should also keep good records of each athletic event and keep them on file.
4. A summary of team records for each year must be handed in to the Athletic Director at the end of the season. This is for our cumulative records which are kept in the Athletic Director's office; however, each **head** coach should establish and keep records pertaining to his sport.

### STUDENT PARTICIPATION ON TWO ATHLETIC TEAMS AT THE SAME TIME

The Athletic Policy Committee recommends that CCHS does not allow an athlete to participate in two school sports during the same season. The APC felt that this would not be fair to the coaches or fellow athletes in each sport, and that it would be too great a time commitment for the participating athlete.

### ELIGIBILITY RULES FOR EXTRA-CURRICULAR ACTIVITIES

1. These eligibility rules apply to all students who are involved in any extra-curricular activity where they represent the school in a non-curricular capacity. Because those students are exercising a privilege rather than a right, they are held to a higher standard of behavior than the student who does not participate in such activities. As a Christian school each participant represents the school and our Lord. It is important that their behavior bring honor to themselves, their parents, their school, and, most importantly, their Savior.



2. The eligibility committee will consist of the principal and the athletic policy committee for athletic activities and of the principal and the faculty council for non-athletic extra-curricular activities. The APC and the faculty council will make recommendations to the principal; the principal, however, will have final authority.
3. Activities included
  - a. Athletic Activities
    - i. All athletic teams
    - ii. All regular team attendants and officials (statisticians, timers, managers, etc.)
  - b. Other Extra-curricular Activities
    - i. Class officers
    - ii. Student Council members
    - iii. Yearbook staff
    - iv. Members of plays, Quiz Bowl participants
    - v. Student office aides
4. Rules of Eligibility
  - a. Definitions
    - i. Suspended means that a student may not participate in any extra-curricular activity (practice or contest) during the time of his or her suspension.
    - ii. Ineligibility results if a student has not met the academic standard, or has not met the citizenship rules. Any ineligible student may try out for or continue to practice with a team but may not participate in any public, scheduled contests or events during this time. Ineligible students in other extra-curricular activities may not participate in any way during this time. For example, a student council member may not attend meetings or help with homecoming activities.
    - iii. On probation means that a student may participate in public contests or events but that he will be reevaluated within three weeks or in any time stipulated by the Athletic Director. If, in the opinion of the Athletic Director, principal Head of Schools, the situation is not acceptable, the student could be declared ineligible for the remainder of the quarter.
  - b. Academic Rules
    1. A student will be declared to be on probation if he is failing any course at any time beginning with the Monday of the fourth week of the semester. A student remains on probation for one week.
    2. A student will be declared ineligible if he continues to be failing a course after a week of probation for that course.
    3. The period of ineligibility begins on Monday and continues for a minimum of one full week or longer if the student still needs to raise the course grade to a passing level.
    4. A student who is ineligible must complete and turn in make-up work to teachers by the end of the school day Thursday for the work to be considered on the next eligibility report.
    5. Eligibility reports will be generated each Monday beginning with the Monday of the 4th week of the semester to determine which students are eligible, on probation, or ineligible.
3. Procedures concerning Academic Rules
  - a. The registrar will provide the principal and athletic director with a list of all students who are potentially ineligible on the Monday of each week.
  - b. The athletic director will inform each head coach of the ineligible players and the principal will inform the leader of any other extra-curricular activities.
  - c. The principal, athletic director or their designee will be responsible for informing each student of his ineligibility.

- d. An ineligible student will be excluded from participation for a minimum of one week or as long as the student has a failing grade in the course that made him ineligible. Grades will be reviewed on the Monday of each week.
- e. An ineligible student will be permitted to request that he be reinstated. This request is to be made to the principal who, after consulting with the teacher or teachers involved, may determine whether the request for reinstatement will be granted or denied. If the principal determines that more deliberation is needed, the request will be considered by the appropriate eligibility committee (see step f).
- f. Special considerations - A student who is failing a course may be declared eligible by an eligibility committee under some circumstances.
  - 1.) The student must request a review by contacting the principal.
  - 2.) The principal or a designee will request each of the student's teachers provide input regarding the following areas: performance in relation to ability, attitude toward learning, completion of daily assignments, performance in class, effort, behavior
  - 3.) The Eligibility Committee will review the information and make a decision.

c. Citizenship Rules

- i. Each participant in school activities represents Calvin Christian High as a Christian student and therefore the participant's Christian character must be reflected in his behavior during the school year and also during the summer months.
- ii. A student will become ineligible if he violates any of the following rules: (The rules below will be in effect during the season, off-season, and summer).

1. A student involved in extra-curricular activities may not use or possess alcohol, illegal drugs, tobacco, tobacco products, or drug paraphernalia at any time or in any place. Students may not misuse prescribed or non-prescribed drugs at any time or in any place.

- a. When a reliable source witnesses and reports a student's violation of the above and the student is determined to be guilty, the following will occur:

*For tobacco and tobacco products:*

- i. Penalty for the first offense in the student's high school career: the student will be immediately declared ineligible for one fourth of the scheduled contests for that sport or extra-curricular activity (to be carried over to the next sport/activity if unable to be completely served at current sport/activity).
- ii. Penalty for the second offense in a student's high school career: the student will be immediately declared ineligible for one half of the scheduled contests for that sport or extra-curricular activity (to be carried over to the next sport/activity if unable to be completely served at current sport/activity).
- iii. Penalty for the third offense in a student's high school career: the student will be suspended from all extra-curricular activities for one calendar year.

*For alcohol, illegal drugs, drug paraphernalia, misused prescribed or non-prescribed drugs:*

- i. Penalty for the first offense in the student's high school career: the student will be immediately declared

- ineligible for one fourth of the scheduled contests for that sport or extra-curricular activity (to be carried over to the next sport/activity if unable to be completely served at current sport/activity).
- ii. Penalty for the second offense in a student's high school career: the student will be suspended from all extra-curricular activities for one calendar year and be required at parents' expense to submit to an abuse assessment and complete a school approved substance abuse treatment program.
  - iii. Penalty for the third offense in a student's high school career: the student will be suspended from all extra-curricular activities for the remainder of his or her time at Calvin Christian.
- b. A student who has violated this rule for the first time in his or her high school career may have his or her ineligibility period reduced from one fourth to one eighth of the contests if that student enrolls, participates in and completes a school approved tobacco or substance abuse assessment and prescribed treatment program. The principal and athletic director must approve the program prior to enrollment. Should the student be unable to finish the program before one eighth of the contests, the student will remain ineligible for as long as it takes to complete the program up to one fourth of the scheduled contests.
  - c. Extra-curricular participants who use or are in possession of illegal drugs, tobacco, alcohol or drug paraphernalia at school or school sponsored events will be subject to the penalties for all students as well as the additional penalties reserved for extra-curricular participants. (See Substance Abuse Policy)
2. Committing illegal acts which result in misdemeanor or felony charges will result in ineligibility.
  3. See also Parent to Be Policy.
  4. A student is expected to behave in a way that is positive for the school. Infractions that include (but are not limited to) disturbances in classes, chapels, and assemblies, accumulation of detentions, remaining at a gathering where alcohol or drugs are being used illegally, or actions that affect the safety of students and staff will be dealt with by the principal.
  5. **A student shall be in attendance at school on the full day of a scheduled event unless he is excused by the principal or principal designee. If a student is absent for any period on the day of a scheduled event, he must receive permission from the principal prior to the event in order to participate that day.**
  6. The appropriate eligibility committee will deal with students who violate these general citizenship rules. If a coach or sponsor is aware of any violation of the citizenship rules, it is his responsibility to bring this to the attention of the appropriate eligibility committee.
  7. The athletic policy committee should be notified immediately if any student violates the citizenship rules. In case of an emergency the principal will have final authority.

8. This code will not restrict the authority of a coach to set reasonable rules or to take reasonable disciplinary action for conduct other than listed under 4-b.(1-4).
9. The athlete and parent will sign the physical form that they have read, understood, and will support all rules of eligibility.
- d. Penalties for violating general citizenship rules.
  - i. **Extra-Curricular Activities.** Penalties will be decided by the principal with recommendations by the faculty council.
  - ii. **Athletic Activities**
    1. In case of a serious offense, an athlete may become ineligible for the remainder of the season.
    2. An athlete may appeal a penalty for an offense. He must appeal to the principal, and the principal and athletic policy committee will review the case and come to a decision. In case of an emergency, the principal will have final authority.
    3. A scheduled contest does not refer to the date of competition, but to a contest against another school. i.e. a baseball or softball doubleheader will be counted as two contests, since two separate games are played. i.e. a volleyball or wrestling invitational could consist of 3, 4, or more contests, since several separate contests would be played against different opponents. i.e. a track, tennis, or golf invitational generally would be considered one contest since all schools compete simultaneously.
5. Specific Rules for Athletes
  - a. A student may be disciplined if he violates any of the following specific rules:
    - i. An athlete must travel to and from 'away' contests with the team unless he has received permission from his coach to travel separately.
    - ii. An athlete must receive permission from his coach to be absent from a practice or a contest.
  - b. The athletic director and the principal will be advised by the coach about violations and they must agree with the disposition of the disciplinary action.
  - c. The state rules demand that every athlete who is a member of a high school team may not, under any circumstances, be a member of any other team in that sport at the same time. This includes church and recreation teams and prohibits a player from participating in scrimmages or any other form of competition involving more than one team.
  - d. Policy regarding dropping a sport:
    - i. No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:
      1. It occurs before the final cut.
      2. It occurs because of an injury.
      3. It occurs before scheduled competition.
      4. It is by mutual consent by coaches or sponsors.
      5. It occurs because of unusual circumstances. Unusual circumstances do not include the following: personality clash with the coach, insufficient playing time, or cramped social life. The situation must be serious and must have substantial consequences for the persons involved.
    - ii. Procedure: An athlete wishing to drop a sport must request it of the athletic policy committee. This committee will make the decision after conferring with the coaches involved. The athlete may present his rationale to the

athletic policy committee also, if appropriate. Dropping a sport may result in being penalized by missing contests in the next sport or being denied the privilege in participating in the sport.

### ATHLETE PARTICIPATION FEE

Students are required to purchase supplemental insurance for each sport in which they participate. No one is allowed to tryout for a sport until the following items have been completed:

1. completed enrollment forms are on file in the Association office.
2. pay-to-participate fee of \$100.00 is paid to the high school office.
3. a copy of the current physical form, with all pertinent signatures, is on file in the high school office.
4. a permission to tryout card (yellow card) signed by the administrative secretary of the high school office is given to the coach by the student.

Note: Only students who are not selected for the teams will have their fees refunded.

Rate of pay-to-participate is \$100.00 per sport played, with a maximum of \$400.00 per family per year. Insurance is included in this fee. Athletes must pay the fee before they are allowed to try out.

### ATHLETIC AWARDS

#### 1. Certificates

##### a. Types

- i. Varsity Letter - varsity team members who fulfill the letter requirement will receive a varsity letter certificate. Those who do not fulfill the letter requirement will receive a certificate of participation.
- ii. Freshman and J.V. team members who fulfill the award requirement will receive a certificate of participation.
- iii. All senior athletes who earn 6 or more varsity letters will receive a silver certificate.

##### b. Requirements for athletic certificates

- i. Junior Varsity and Freshmen Participation Certificate - faithful, positive participation in all practices and games, as well as an overall positive contribution to the teams.
- ii. Varsity Letter Certificate

##### 1. Individual Sports

###### a. Cross Country

- i. Boys - run 5 kilometers under 19 minutes 30 seconds
- ii. Girls - run 5 kilometers under 23 minutes 30 seconds

###### b. Golf - At least 5 varsity matches

- i. Boys - average 47 or lower in these matches, or a round of 42 or lower in 3 varsity matches
- ii. Girls - average 57 or lower in these matches, or a round of 52 or lower in varsity matches.

###### c. Swimming - Score 1 point per dual meet or have a specific time

###### d. Tennis - Play in 1/4 of varsity matches

###### e. Track - Have a specific time or distance

###### f. Bowling: - Boys: Season Competition Average of at least 140, or 3 games in competition of 170 or better Girls: Season Competition Average of at least 120, or 3 games in competition of 150 or better Both: No major citizenship issues at school, or with the team. No unexcused absences at any scheduled bowling activity. Academically eligible the entire season.

##### 2. Team Sports

- a. Baseball - 1/4 of all innings played by the team
  - b. Basketball - 16 quarters of playing time
  - c. Football - 1/3 of all quarters played by the team
  - d. Soccer - 1/3 of all periods played by the team
  - e. Softball - 1/4 of all innings played by the team
  - f. Volleyball - play in an average of 1/4 of a match
- c. Exceptions
- i. A senior athlete who does not qualify for a letter certificate, but has been out for the sport for two years, will receive his certificate.
  - ii. An athlete who would have lettered, but fell short of the requirement due to an injury or extended illness, will receive his certificate.
  - iii. An athlete who fulfilled the requirements for a letter certificate but violated the "Athlete's Code", may forfeit his letter or other athletic awards. Cases will be reviewed by the Athletic Director.
  - iv. A letter certificate may be denied even though the above criteria are met if an athlete's contribution is not positive.
2. Male and Female Senior Athlete Award: One girl and one boy may be selected.
  3. 4 Year Athlete Award: A plaque will be awarded to athletes who have participated in the same sport all four years.
  4. Excellence in Sports Leadership Award (sponsored by the Athletic Boosters): One athlete per team may be selected.

### INJURY POLICY

1. If an athlete is injured, the coach or a responsible person will fill out an Accident Report within 24 hours and give it to the Administrative Secretary.
2. Within 24 hours the Administrative Secretary will forward copies to the Athletic Director.
3. If an athlete cannot participate in a practice or game within 48 hours of an injury, s/he must then receive written permission to resume participating from an MD or DO.
4. With the help of the trainer the training room will be kept stocked with all necessary first aid supplies.
5. It is the duty of the coach to ensure the team first aid kit is adequately supplied with all necessary first aid items including blood borne pathogen kits.
6. Head coaches must be trained in CPR. Calvin Christian will provide opportunities for the training.
7. Injury reports will be kept in the drawer in the training room.

### ACCIDENT/EXCESS INSURANCE

Only **ACCIDENTS** that occur in interscholastic sports are covered.

1. **DEFINITION OF ACCIDENT:** An unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition. Conditions that result from participating in an activity do not necessarily constitute accidents. For example, illnesses, diseases, degeneration, conditions caused by continued stress to a particular area of the body (example: exhaustion from running), and existing conditions aggravated by an accident are not covered.
2. This plan of insurance is **EXCESS ONLY:** It will not duplicate benefits paid or payable by any other insurance or plan including HMO's or PPO's. It pays for only what your insurance does not cover or only part of it.
3. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks, unless otherwise noted, are considered. Benefits are determined on the basis of **REASONABLE AND NECESSARY** for the geographic location where services are performed.

4. The coverage in force is the broadest available; however, it should be noted that no benefits are payable, nor is any premium charged, for the following items including, but not limited to: illness, disease or hernia in any form; nonprescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
5. Accidents are to be reported to the high school office within 24 hours of the accident. The date of the accident and description of the accident shall be reported.
6. Excess benefit coverage includes:
  - a. Medical
  - b. Accidental Death
  - c. Dismemberment
  - d. Hospital Room and Board
  - e. Hospital Miscellaneous
  - f. Outpatient
  - g. Negative X-rays
  - h. Positive X-rays
  - i. Dental, per whole, sound, natural tooth
  - j. Surgical Charges (Doctors')
  - k. Anesthesia
  - l. Doctors' charges when no surgery and for injuries requiring physiotherapy, diathermy, heat treatment in any form, manipulation or massage
  - m. Ambulance

#### PURCHASING GEAR FOR ATHLETIC DEPARTMENT

1. Athletic Department:
  - a. All coaches wanting to purchase something for the school must make their requests to the Athletic Director.
2. Athletic Boosters purchase requests are made by the Athletic Director to the Athletic Boosters Executive Committee in June or July.
3. Coaches purchasing items for their team, not covered by the athletic budget, must receive approval from the Athletic Director. The coach collects the money from the students and orders materials.
4. Coaches may **not** make athletes buy equipment/uniforms without approval of the A.D.

#### SENIOR MALE AND FEMALE ATHLETE AWARDS

1. Each year we will make an award to one male and one female senior athlete.
2. Guidelines for nomination:
  - a. All nominees must have participated in a varsity sport in their senior year and have earned a varsity letter as a senior.
  - b. The coach making the nomination must provide supporting statements for that candidate regarding these criteria on a form provided by the Athletic Director:
    - i. Individual skill and performance
    - ii. Contribution to the team
    - iii. Leadership
    - iv. Christian character
  - c. Coaches must turn in nominations to the Athletic Director.
  - d. The AD, after reviewing the lists of nominees, may add more athletes if it is appropriate.
3. Selection procedures:
  - a. After discussion regarding the merits of the nominees and reviewing the nominating forms, the CCHS coaches will vote to reduce each list of nominees to two (plus ties).

- b. If the initial vote yields a simple majority for a candidate, s/he is selected. If no candidate receives a simple majority the coaches will vote again on the remaining candidates (two plus ties).
- c. If no simple majority is reached on the third ballot, the coaches will report this to the principal; the principal and athletic director will then make the final decision.
- d. The selection and voting procedures shall require the attendance of all members of the coaches who are present. Proxy ballots will not be accepted.
- e. If all other factors are equal, the candidate with the stronger overall athletic career at C.C.H.S. will be selected.

## APPENDICES



# *Excellence in Sports Leadership Award*

“For physical training is of some value, but godliness  
has value for all things,  
holding promise for both the present and the life to come.”  
I Timothy 4:8

*To recognize outstanding individuals who represent well, in success and in adversity, in practice and in competition, their team, Calvin Christian High School, and Jesus Christ to fellow teammates, competitors, coaches, officials and spectators. To acknowledge leadership by example that makes a difference not just in the game but in life.*

## *Rationale:*

As Christians we understand that all ability is God-given and developed through training and hard work, and we rejoice with athletes who have been blessed with superb physical abilities. Superior scholarship, too, is a God-given ability, and likewise is developed through study and perseverance. We hold those with superior intellectual abilities in high regard, and many scholarships are awarded to deserving students. Recognition for *Excellence in Sports Leadership*, however, is seldom given. If as a school we wish to display exemplary sportsmanship to represent Calvin Christian and our Lord well at all levels, we need to honor it.

## *Recommendations:*

1. To present this award to one athlete from the freshmen to varsity level for each team. Coaches are given the opportunity to select a recipient based upon personal observation of all his/her athletes throughout the season, taking into consideration: the athlete who leads his/her teammates by example in hard work during practice and competition, has a love for the game and being part of a team, displays a positive attitude, shows respect for the coaches and officials, has regard for opponents, possesses a teachable spirit, and who represents well the ideals and values of Calvin Christian High School.
2. To award these certificates to the athletes beginning with the 2006 spring season (seniors will not be eligible during the spring season) and to award the first scholarship in March 2007.
3. To budget \$1000 annually for two scholarships--\$500 each--one for a senior boy and one for a senior girl. A pre-requisite to make application for the scholarship is that the athlete had been a recipient of a certificate for *Excellence in Sports Leadership Award* at some point during their high school career. The coaches will choose the senior award winners.

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.”*  
*I Tim. 4:12*

Criteria for Coaches to Consider:

***The Excellence in Sports Leadership Award*** is to be presented to the athlete who stands out by:

- leading by example
- giving 100% at practices and games
- having a teachable spirit
- showing respect for the coach, fellow teammates, opponents, officials, and spectators
- offering encouragement to teammates when they do something well or have made a mistake
- staying positive during success and/or adversity
- being a Godly athlete of influence to others on the team
- showing a love of the game and being part of the team
- representing Calvin Christian High School in a worthy manner

In our effort to promote superior sportsmanship at CCHS, the Athletic Boosters have initiated ***The Excellence in Sports Leadership Award***. This award may be presented to one athlete from your team. If you determine, however, that no one on the team fits this ideal, you do not have to give it.

Once this award has been given to the student, they become eligible to make application during their senior year for a \$500 scholarship (one each to a senior guy and girl). The scholarships will be donated by the Boosters and selected by the CCHS Scholarship Committee. The scholarship will be awarded along with all the other CCHS scholarships. It is not “need-based”.

**CALVIN CHRISTIAN HIGH SCHOOL  
ATHLETIC TRIP REQUEST FORM**

COACH \_\_\_\_\_ SPORT \_\_\_\_\_ DATE \_\_\_\_\_

1. Dates of the trip \_\_\_\_\_

Destination \_\_\_\_\_

Hour of the day students will leave \_\_\_\_\_

Amount of miles, round-trip \_\_\_\_\_

Number of students involved \_\_\_\_\_

2. Write a concise rationale for taking this trip.

3. List the chaperones going with.

4. List the method of transportation.

5. List the housing arrangements to be used on this trip. BE SPECIFIC.

--OVER--

6. List an estimated cost breakdown of this trip. The school will only pay when an event is more than two (2) hours away from Calvin, or when the timing of the event requires athletes to stay overnight school will contribute half of the lodging costs for participating athletes and full costs for the coaches involved.

Number of athletes the school is paying for: \_\_\_\_\_

Number of coaches the school is paying for: \_\_\_\_\_

Meals: Breakfast \_\_\_\_\_ x \_\_\_\_\_ @ \$5.00/each = \_\_\_\_\_

Lunch \_\_\_\_\_ x \_\_\_\_\_ @ \$6.00/each = \_\_\_\_\_

Dinner \_\_\_\_\_ x \_\_\_\_\_ @ \$8.00/each = \_\_\_\_\_

Lodging Athletes \_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Coaches \_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Chaperones \_\_\_\_\_ x \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Transportation \_\_\_\_\_

Fees \_\_\_\_\_

Other (list specifics) \_\_\_\_\_

**TOTAL COST**

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Principal

**CALVIN CHRISTIAN HIGH SCHOOL  
COACH'S CHECKLIST**

COACH \_\_\_\_\_ SPORT \_\_\_\_\_ DATE \_\_\_\_\_

- \_\_\_\_\_ 1. The coach has reviewed with the Athletic Director and signed the Annual Coach's Review.
- \_\_\_\_\_ 2. A completed inventory sheet of student equipment, uniforms and other equipment has been returned to the Athletic Director.
- \_\_\_\_\_ 3. All equipment and uniforms have been appropriately and adequately stored.
- \_\_\_\_\_ 4. First-Aid Kit turned in to the Athletic Trainer.
- \_\_\_\_\_ 5. A list of all athletes who receive awards and the awards they have received has been returned to the Athletic Director.
- \_\_\_\_\_ 6. Officials rating sheets (if applicable) turned in to Athletic Director.
- \_\_\_\_\_ 7. A summary of team records has been returned to the Athletic Director.
- \_\_\_\_\_ 8. Athletic Director Evaluation Form turned in to Head of Schools.
- \_\_\_\_\_ 9. Keys turned in or accounted for with Athletic Director.
  - \_\_\_\_\_ Turned in on \_\_\_\_\_  
(date)
  - \_\_\_\_\_ Other \_\_\_\_\_  
(specify)

Coach's signature \_\_\_\_\_

AD's signature \_\_\_\_\_

This completed sheet is to be given to the Athletic Director **WITHIN TWO WEEKS** of the close of the season for the sport involved. **TAKE NOTE:** You will not be paid unless everything on this sheet is taken care of.

## Athlete Advancement Checklist

Student Athlete\_\_\_\_\_

Date\_\_\_\_\_

Sport\_\_\_\_\_

1. \_\_\_\_ Does the athlete possess physical skills that will allow him/her to compete safely at the higher level?
2. \_\_\_\_ Does the athlete possess the emotional maturity and social skills that will allow him/her to be successful at the higher level?
3. \_\_\_\_ Will the athlete advancing start or play enough of the time that the situation warrants the advancement?
4. \_\_\_\_ Will an upperclassman with comparable skills be cut or have to spend more time on the bench if the athlete is moved up? How will this be addressed?
5. \_\_\_\_ What plan is in place to check on the athletes success academically because of the extra stress from advancing a level?
6. \_\_\_\_ What plan is in place to make sure the athlete is doing well socially and spiritually throughout the season?
7. \_\_\_\_ Is there a specific need that only this athlete can fill? What is that void?

Principal \_\_\_\_\_

Athletic Director \_\_\_\_\_

Coach \_\_\_\_\_

Parent \_\_\_\_\_

**ACCIDENT REPORT  
CALVIN CHRISTIAN HIGH SCHOOL  
3750 IVANREST S.W.  
GRANDVILLE, MI 49418**

**Date of Report** \_\_\_\_\_

**Name of Injured Person (Print):** LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

**Address** \_\_\_\_\_

**Injured Person's:** Age \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Insurance company of injured person** \_\_\_\_\_

**Has a claim ever been filed with First Agency, Inc. on this student? (yes or no)** \_\_\_\_\_

**Part of Body injured:** RIGHT ☐ LEFT ☐ **BODY PART** \_\_\_\_\_

**Activity:** SPORT \_\_\_\_\_ INTERSCHOLASTIC \_\_\_\_\_ INTRAMURAL \_\_\_\_\_

**Nature of Injury** \_\_\_\_\_

**Information about the accident:**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location** \_\_\_\_\_

**Description of accident** \_\_\_\_\_

**Witnesses:**

**Name of school authority supervising activity:** \_\_\_\_\_

**Was Supervisor a witness to the accident?** YES \_\_\_\_\_ NO \_\_\_\_\_

**If not, when was accident first reported to a school authority? (date)** \_\_\_\_\_

**First Aid Rendered:**

**Type of First Aid and administered by whom** \_\_\_\_\_

**Doctor** \_\_\_\_\_ **Med Center** \_\_\_\_\_

**Type and location of additional aid** \_\_\_\_\_

**Parent/Relative Contacted:**

**Name** \_\_\_\_\_ **Relation to Injured** \_\_\_\_\_

**Time** \_\_\_\_\_ **Method of Transportation:** Sent home \_\_\_\_\_ Not sent home \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**Signature:** Teacher, Coach, Sponsor \_\_\_\_\_ Principal \_\_\_\_\_

**BE AWARE OF THE FOLLOWING:**

- Submit completed form to the Administrative Secretary of the Principal **within 24 hours of accident/injury.**

