

*THE PURPOSE OF NORTHWEST CHRISTIAN SCHOOL IS TO PROVIDE A BIBLE-BASED PROGRAM OF EDUCATION, WHICH ENABLES STUDENTS TO DEVELOP A CHRISTIAN WORLDVIEW.*



# **ATHLETIC HANDBOOK 2017-2018**

COL. 3:23-24

**“WHATEVER YOU DO, DO YOUR WORK HEARTILY, AS FOR THE LORD RATHER THAN FOR MEN, KNOWING THAT FROM THE LORD YOU WILL RECEIVE YOUR INHERITANCE. IT IS THE LORD CHRIST WHOM YOU SERVE.”**

## Contact Information

### Northwest Christian School Athletic Office

(602) 978-5134 x 127 Deb Franz

[dfranz@ncsaz.org](mailto:dfranz@ncsaz.org)

### Athletic Director

David Inness

(602) 978-5134 x 126

[dainness@ncsaz.org](mailto:dainness@ncsaz.org)

### Junior High Athletic Director

Jim James

(602) 978-5134 ext. 516

[jjames@ncsaz.org](mailto:jjames@ncsaz.org)

### There are currently seventeen High School athletic programs

They are listed by season:

#### Fall Season

1. Girls' Volleyball – Freshmen, Junior Varsity, and Varsity
2. Girls' Cheer –Varsity – competition, game and pom squad
3. Boys' Football – Junior Varsity and Varsity
4. Boy's – Cross Country
5. Girl's-Cross Country

#### Winter Season

(Girls' Cheer –Varsity - competition, game and pom squad)

6. Girls' Soccer – Varsity only
7. Boys' Soccer - Varsity and JV
8. Girls' Basketball –Junior Varsity and Varsity
9. Boys' Basketball – Freshmen, Junior Varsity, and Varsity
10. Boys' Wrestling – Varsity / JV

### Spring Season

11. Girls' Track – Varsity only
12. Boys' Track – Varsity only
13. Golf – Junior Varsity and Varsity
14. Girls' Softball – Junior Varsity and Varsity
15. Boys' Baseball – Junior Varsity and Varsity
16. Girls' Tennis-Varsity only
17. Boys' Volleyball – Varsity only

### There are currently ten Junior High athletic programs for 7<sup>th</sup> & 8<sup>th</sup> graders

(\*\*\*\*there is one exception - 6<sup>th</sup> graders may run Cross Country)

They are listed by season:

### Fall Season

1. Girls' Volleyball – A & B Team
2. Girls' Cheer Game Squad
3. Boys' Football
4. Boy's/Girls' – combined soccer

### Winter Season

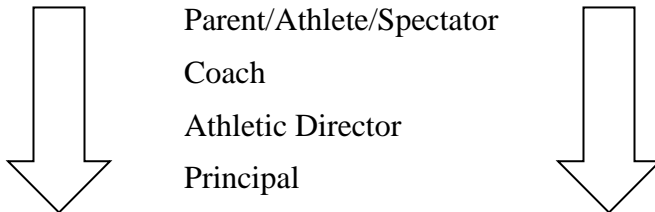
5. Boy's/Girls' Cross Country – 6<sup>th</sup>-8<sup>th</sup> grade
6. Boys' Baseball – A & B Team
7. Girls' Softball  
(Girls' Competition Cheer)

### Spring Season

- (Girls' Cheer Game Squad)
8. Girls' Basketball– A & B Team
  9. Boys' Basketball – A & B Team
  10. Boys' /Girls' Golf – Combined

**Athletes may participate in only one athletic program per season**

Although it is hoped that there will be no serious disagreements throughout the year, problems do occasionally arise. It should be the desire of believers to handle these matters in a Biblical manner. Matt. 18:15-17 gives the principle to be followed in dealing with problems that exist between two believers. In the event of a disagreement between a parent and coach, student and coach, etc., follow the chain of command. Following is the Athletic Department chain of command:



Proper order of handling the situation is conversation with the coach. If not resolved then a meeting with coach, parents and the Athletic Director will be held. If further help is needed with the situation then a meeting with the Superintendent will follow.

## TABLE OF CONTENTS

### I. PHILOSOPHY

Introduction	6
Philosophy Statement	6
History of NCS Athletics	7
Objectives	7
Oversight & Organization	8

### II. POLICY

Scheduling	9
Game & Practice Schedules	9
Length of Practice	9
Eligibility Rules-AIA High School	9-11
Eligibility Rules-NCS Attendance/Grade JH & HS	11-12
Fees	12
Practice and Games	12
Early Dismissal, Departure & Return	13
Game Cancellations	13
Dressing for Games	13
Warm-up before Games	14
Playing Time	14
Transportation to Games	14
Seasonal Boundaries	15
Athletic Awards	15
Season Awards	15
Varsity Letters	15
Equipment & Uniforms	16
Distributing and Collecting Equipment & Uniforms	16
Budget	16
Tryouts & Team Selection	16
Criteria for Evaluating Players	16
Strategy for Approving Players	17
Emergency Information Records	17
New NCS Concussion Protocol -2016	18
End-of-Season Responsibilities	18
Job Descriptions	19-24
Addendums	
Coach Evaluation	25
Practice Observation Form	26
Game Observation Form	27
Game Checklists	28-34

## **Introduction**

The Handbook defines the goals, structures, and policies for coaching and participating within the Athletic Program at Northwest Christian School. The handbook provides guidelines for coaches and players to use during situations that will arise. However, it is not intended to be exhaustive or to provide specific direction for each circumstance. We rely on coaches and players to apply these guidelines with wisdom and discernment and to communicate with the Athletic Director if there are any questions or concerns.

## **Athletics Program Philosophy Statement**

The athletic program at Northwest Christian High School is viewed as an integral part of the curriculum, an extension of the classroom. Principles of life are put into practice in athletics. A microcosm of society, athletics allow the student to use their God given ability (Matt. 25:14 – 30) to glorify God (Col. 3:17). Because the arena of competition is usually surrounded by pressure, the athlete is tested, and true character is revealed. If the character revealed is not Christ-like, coaches attempt to work with the student to bring about approved Christ-like character (II Tim. 2:15).

Competitive interscholastic athletics is an important part of Northwest Christian School's extra-curricular offerings. The high school is classified as 3-A school and is a member of the Arizona Interscholastic Association and the Central League.

Christian school athletics exists for the purpose of giving to the Christian athlete a positive Christian atmosphere in which he may develop in physical competition. As this purpose is carried out, it is understood that the athlete is to allow the Holy Spirit to be in control, guiding his spiritual as well as his physical development. Ultimately, a Christian athletic program should produce an enhanced Christian character in the participant as well as in the spectator.

Northwest Christian School is committed to the spiritual development of the whole person. Every part of the student's being is included in God's plan for his life. Competing with one's peers in interscholastic competition provides an important opportunity for growth, both physically and spiritually. The desire to win is a legitimate aspect of any athletic endeavor, because winning indicates a level of self-discipline and accomplishment. It is the fruit of the effort, but it is not the only reward, nor the most important one. If one has maximized his athletic potential, glorified Christ, done his best, and given all credit to the Lord, the reward will be more gratifying. The relationship with Him will be developed as well as a more fully developed ability to serve Him effectively.

It is not the purpose of Northwest Christian School to offer interscholastic athletics to provide a launching pad for an athletic career. Education cannot be subordinated to athletics. Sports should be only an adjunct to consistent, quality classroom instruction. To make athletic competition an end in itself runs contrary to a sound philosophy of Christian education.

From a positive perspective, athletic competition serves the purpose of providing fellowship and witnessing opportunities with players and coaches from other schools. If fellowship and witnessing is overshadowed by rivalry, the competition has become displeasing to the Lord. If our testimony is not rendered faithfully, the competition overshadows our witness. Coaches must insist on the prominence of these two elements, and they must model their importance to the young people.

Testimony is not only a personal but also a corporate responsibility. Parents, relatives, friends and students who watch games are also expected to conduct themselves in a manner that is pleasing to the Lord. It is essential to maintain a good testimony.

## **History of Northwest Christian Athletics**

The start of the athletic program at Northwest Christian School was in 1983, just three years after the origin of the school itself. In that first year, Northwest Christian had five sports: volleyball, football, basketball, cheer and baseball. All sports struggled in those early years. Many challenges would present themselves.

After glimpses of success though the late 80's, Northwest Christian enjoyed some success in the 90's. In 1985 Northwest Christian became a member of the AIA, which was a step for our athletic program. Also during that period in 1996, the new gymnasium (Don Sanderson gymnasium) was completed, providing much needed space and a beautiful facility for our varsity competitions.

In 1997 our school moved up to compete in the 2A level, while this also provided challenges, it began some competition that was second to none. In 2007 our school was given the Overall Excellence Award in the 2A Conference that encompasses state titles, region championships and sportsmanship. In 2016 NCS was moved up again to the 3A Conference. Today, Northwest Christian School offers ten junior high sports and seventeen high school sports. We have seen many of our teams and squads compete admirably over the years during the regular seasons, tournaments, summer competitions and in the state tournament competitions.

May God continue to bless our endeavors, and may we be faithful in advancing His eternal kingdom. To God be the glory! Great thing He has done...is doing...and is yet to do.

## **NORTHWEST CHRISTIAN SCHOOL (NCS)**

Colors – PURPLE /WHITE (black and grey accent colors)

Mascot – CRUSADERS (Athletic Logo-nc)

### **Athletics Program Objectives**

- To encourage teams to give all glory to God, for He is the source of their talent.
- To recognize that athletic ability is a gift from God and important to develop along with the spiritual, academic, and social aspects of the students.
- To assist students in defining personal values and understanding the importance of functioning within the bounds of high moral standards as exemplified by Jesus Christ.
- To provide an opportunity for students to interact with each other and people outside of the school community as an effective Christian witness.
- To provide students with the opportunity to develop the skills necessary for their sport.
- To provide students with the opportunity to develop socially as they work together with their peers towards a common goal.
- To encourage students to put forth their best effort in their playing.
- To maintain a balance between athletics and other biblical priorities.
- To provide students with the opportunity to participate in structured and controlled athletic competition.
- To reinforce important character qualities such as responsibility, encouragement, dedication, honesty, courage, fair play, and humility.

- To teach students respect for authority.
- To guide athletes in the realization that being a part of an athletic team is a privilege, not a pedestal or a right. Athletes are servants, not lords.

### **Athletics Program Oversight & Organization**

We seek to provide high quality coaches experienced in both the coaching and playing of their particular sport so that they understand how to effectively lead while still remaining responsive to the needs of the student-athlete. The phone numbers of each coach will be provided to the athletes each season, and we encourage active communication between student-athletes and coaches, as well as with parents and coaches. We do ask that you be considerate of the personal needs and privacy of each coach.

The Athletic Director will perform the day-to-day administration of the Athletic Program. The Athletic Director will coordinate, schedule and oversee all department activities. He will ensure focus, excellence and effective implementation of the Athletic Program philosophy.

There will be three sports seasons--fall, winter and spring. During each season, we will offer sports for both girls and boys. We will seek to select a head coach and an assistant coach for each team to provide a high level of coaching and oversight, and to provide coverage in case coaches cannot make particular practices or games. Most coaches work outside of the academic arena and are juggling their schedules in order to serve our children. Therefore, because of this arrangement, practice schedules may need to be somewhat flexible.

### **Role of the Parent**

- To display positive support for the athletes, coaches, and administration of NCS. Nothing can erode teamwork faster than athletes doubting the capabilities of their coaches/administrators.
- To notify coaches of ANY schedule conflicts (in advance) or injury or illness that they may be aware of (note, e-mail, phone call).
- To demonstrate positive behavior and sportsmanship as fans
- To become partners with school officials in promoting, understanding and monitoring our athletic code.
- To work with coach, administration, and athlete to maintain open lines of communication (see below)
- To encourage in the classroom and on the field of competition your children to give their best effort.

It is important to realize that athletics provide some of the most rewarding moments in one's life. It is equally important to understand that there may be times when things do not go the way you or your child wishes. Coaches are professionals and will make decisions based on what they see, know, and believe to be the best for the team and for all student-athletes involved. Understand also that it is the goal of NCS athletics to maintain a Christ-centered environment and our desire is for the athletes to grow not only in skill but towards Christ.

### **Issues NOT appropriate to discuss with coaches:**

- Other Student-Athletes
- Playing Time
- Play-calling/strategy/ positions



Please do not confront a coach BEFORE, AFTER, OR DURING A GAME. These can be emotional times, and meetings of this nature do not promote resolution.

### Issues that ARE appropriate to discuss with coaches:

- Concerns about athletic eligibility
- Concerns about your child's behavior
- Ways to help your child improve
- Treatment of your child

Research indicates that students involved in extra-curricular activities have a greater chance for success as they become adults. Many of the character traits required to be successful participants in our athletic programs are those same traits need to be successful in one's life.

## Scheduling

We seek to develop a competitive athletics program which respects and reinforces each student-athlete's spiritual, academic, and family responsibilities.

### Game & Practice Schedules

- Coaches should be prepared to assist the Athletics Office in communicating changes to athletes and parents.
- Coaches should only use facilities (rooms, gyms, fields) that have been reserved by the athletics office. Example: if a coach wishes to schedule warm-up time in a gym before a game, the coach should get approval from the Athletic Director in advance.
- If you need to use the school facilities for any reason see Kate Lewis. This must clear the Master Calendar. Coaches must fill out the proper form.

### Length of Practice

Practices for all teams should not exceed three hours on school days. All activities -- warm-up, practice, meeting with coaches, team discussions, etc. -- should be completed within this time frame.

## HIGH SCHOOL

### Eligibility Rules

#### AIA Rules

**In order to be eligible to participate in athletics at NCS, students must meet certain requirements. As a member of the Arizona Interscholastic Association (AIA), the school is bound to follow the rules as set forth in the AIA Constitution and Bylaws. Following is a summary of the AIA rules for participation:**

1. Enrollment Rule

A student must be in the 9<sup>th</sup> to 12<sup>th</sup> grades, inclusive. Students must be enrolled and attending classes in high school no later than the 14<sup>th</sup> school day of the semester in order to establish eligibility. If students have been enrolled in school for 15 or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which they may possibly have eligibility.

2. Academic Rule

Students must be enrolled in a minimum of five (5) courses, per semester, the first six semesters of high school and a minimum as determined by the school during the 7<sup>th</sup> and 8<sup>th</sup> semester.

(Six courses are required at NCS each of the 7<sup>th</sup> and 8<sup>th</sup> semesters. Course work at the college level or career internships will count towards meeting this requirement.)

A student is required to earn a passing grade, as determined by the school grading intervals, in each course in which the student is enrolled. See “NCS requirements #1”.

3. Domicile Rule

Except as otherwise stated in Article 15, the student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school in the district in which their parents are domiciled. In multi-school districts, students are eligible only at the school in the attendance zone in which their parents are domiciled. (For NCS students the attendance zone is Maricopa County.)

4. Age Limit/Birth Record Rule

If students become 19 years of age on or before September 1, they are NOT eligible for any part of that school year.

Students must submit an acceptance record of birth before their name is placed on an eligibility list for varsity competition.

5. Physical Examination Rule

Students must have a physician’s record of a physical examination on file with the Administration stating that they are physically fit for interscholastic competition.

A student’s physical exam for the following year must be given after March 1. **We recommend that students take care of this requirement over the summer.**

Proof of insurance or a waiver must be on file with the Administration before a student is allowed to practice or compete.

6. Parent or Legal Guardianship Rule

Students must get signed permission to participate from their parents or guardian on a form provided by the school.

7. Maximum Participation Rule

A student is eligible to participate for only four seasons in each sport and no more than eight semesters.

A student may be eligible for no more than eight semesters you attend school after you enroll in the ninth grade. If you attend school for fifteen (15) days or more in a semester, that counts as a semester of attendance.

8. Transfer Rule – NEW BEGINNING 2016-2017 school year

**Any student transferring from or into NCS must check with the Athletic Office to determine how such transfer affects his/her eligibility.** Eligibility forms must also be filled out.

**In State Transfers** -a student shall be ineligible for all contests at all levels until after the first 50% of the maximum allowable Power Rankings regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer.

For individual sports, the student will be ineligible for 50% of allowable competitions for that school on the AIA calendar

If a transfer occurs during the season, the student is ineligible for one year from the date of first attendance at the receiving school in that sport.

In case of any subsequent transfer by the student, the student is ineligible for one year from the date of first attendance at the receiving school.

9. Amateur Rule

A student must be an amateur. This means that they have never used and are not using their knowledge of athletics or athletic skill in an athletic contest for financial gain.

Students shall participate and always have participated under your own name.

10. Recruitment Rule

The bylaws prohibit recruiting of high school students for athletic purposes. If students are solicited to enroll or transfer to a school to participate in athletics, they are being illegally recruited and their eligibility is in jeopardy.

If the recruitment rule is violated, students will not be eligible at a member school until reinstated by the AIA Executive Board.

11. Non-School Participation Rule

If a student is a member of a school team, they may not practice or compete with a non-school team in the same sport during the same season.

Students will become ineligible if they violate the above rule.

12. Sportsmanship Rule

If athletes are ejected from an interscholastic contest for unsportsmanlike conduct, they will be ineligible for their team's next contest.

Athletes may also be subject to other penalties.

1. Additional Rule

Seniors may not compete on junior varsity or freshman teams.

Any Questions concerning the rules of AIA should be directed to the Athletic Director. **The AIA should not be contacted for rule clarification.** If there is any doubt about what the student is doing or going to do, the action should be checked out beforehand with the Athletic Director. Improper actions could result in loss of eligibility for the student and sanctions for his/her school team.

## JUNIOR HIGH/HIGH SCHOOL

### NCS REQUIRMENTS

#### Game and Performance Day Attendance

**All participants must be in attendance at least 5 out of 7 class periods the day of an event in order to participate in games and performances. If a student misses more classes on a given day, he/she may not participate in games or performances scheduled for that day. Exceptions to this rule include doctor or dental appointments and absences that have administrative approval.**

#### No-Pass, No-Play Policy

Besides eligibility requirements of the AIA, NCS has further requirements that must be met in order to participate in athletics. These requirements are as follows:

1. The student will lose their athletic eligibility by receiving a failing grade in any class at one week grade checks.

2. If a student is ineligible he/she may not travel with the team or dress for games. The athlete is allowed to practice with the team.
3. The first grade check will be after the second Edline posting, approximately four weeks into each semester.
4. Eligibility/Ineligibility will begin on Wednesday and will last one week through Tuesday. Grade checks will be run Tuesday a.m. based on the teachers' grade book thru Monday p.m.
5. The student may regain their athletic eligibility by receiving a passing grade at the next week grade check- this includes passing in all classes each check.
6. On Tuesday the athlete, parent and coach will be notified of the ineligibility taking effect on Wednesday. The athlete will be given a clearance form to go to the teacher to make sure this is the most current and accurate posting, with no missing work outstanding that is being allowed to be turned in, no work to be graded and entered or a calculating error. The teacher will then sign the form that this posting is accurate and the athlete will remain ineligible or if there is an adjustment the student can then become eligible. This form needs to be returned to the athletic office to be signed and recorded and if they have been cleared, the athlete will then take the form to the coach to notify them of their eligibility.
7. If a student fails 1st semester he is out for the first four weeks of the second semester.
8. If a student fails the 2nd semester he or she is out for the first four weeks of the 1st semester next year unless he or she makes up the class in the summer.

**Any student dropping a class in order to become eligible will remain ineligible until the next semester.**

**NCS SPORTS FEES: (there may be additional costs per team for some sports)**

JUNIOR HIGH SPORTS	\$75.00
JUNIOR HIGH FOOTBALL	\$125.00
HIGH SCHOOL SPORTS	\$100.00
HIGH SCHOOL FOOTBALL	\$150.00

**Ineligibility does not reduce or eliminate a sports fee.**

A refund of half the sports fee will be given if an athlete quits before three weeks into the season. After three weeks no refund will be given.

1. A student on probation may or may not be allowed to participate in games or practice. This determination will be made by the Principal.
2. Students who are scheduled to be absent from classes due to athletics or field trips will be required to turn in all homework due on that day prior to their departure. Additionally, these students must take all quizzes or tests that are due that day, or make arrangements with their teacher to take them on the next school day. It is also the responsibility of the student to acquire all assignments that will be given on that day and due the next class day.
3. The student and their parents are responsible to know the disciplinary policy of the school and the student is under the constraints of said policy at all times, whether on campus or off campus.

## Practices and Games

### Reporting of Games to the Local Newspaper and Athletic office

- The Varsity Head Coach is responsible for the reporting of all home game results to the local press. Please call the results to the **AZ Republic Prep Sports at 602-444-8641 or 1-800-331-9269 or fax your results to the sports desk at 602-444-8295**. Maxpreps.com is also a way to report the scores. Please e-mail scores ALL LEVELS to [df Franz@northwestchristianschool.org](mailto:df Franz@northwestchristianschool.org)

### Practice Routine and Conduct

Practice periods are the foundation of any successful team. What you do in practice is what you will do in a game. It is here that you impress the coaching staff. It is here that you convince the coaches that you want to play, that you can play, and that you should play. We expect hustle, fire and determination, at all times, regardless of ability. It means that you want to be the first on the practice area and the last to leave. You cannot impress the coaches by slacking off, being late, or trying to avoid hard work.

### Modesty Standards for Practice Clothing

- The school administration is so grateful for the standards of modesty that characterize our coaches and student athletes.
- **Boys and girls should wear a “modest” shirt at all times when on campus.**
- A coach may implement additional standards, with approval from the Athletic Director, to insure high standards of modesty.
- Any concerns about the modesty of game uniforms should be communicated to the Athletic Director.
- Wisdom and discernment are essential for maintaining modesty standards. Please consult the Athletic Director if you have questions.

### Early Dismissals, Departure & Return

- A schedule indicating dismissal and departure times is distributed by the athletics office at the start of each season and updated as need arises. The Athletic Director will determine the departure time, based on expected travel time and the team’s warm-up needs. Departure times will be posted in the school’s daily announcements. Coaches are welcome to contact the Athletic Director if they have specific input for departure time.
- Teams may be dismissed before the close of the normal school day for away contests and some home contests only upon approval of the Athletic Director.
- Coaches should ensure that each player is picked up by a family member after returning from an away game. If a coach cannot remain at the school after returning from an away game, the coach may ask a parent to wait until all players are picked up.

### Game Cancellations

- In the event of a game cancellation, the Athletic Director will update the online sports calendar and notify the opposing team and officials. If a last-minute cancellation, the Athletics Office will email, call or text on a remind 101 message to the families of all athletes.
- Once a game begins, it is the official’s responsibility to make weather-related decisions to delay or cancel a game.
- Coaches should be prepared to assist the Athletics Office in communicating changes to athletes and parents.

## **Dressing for games**

- Athletes are expected to maintain good behavior while getting dressed for games. Coaches are responsible for student behavior while getting dressed for games.
- Coaches may communicate a particular dress code for athletes on away games.

## **Game Day School Clothing**

- Athletes may wear a team shirt or jersey with prior Administrative approval

## **Warm-up before games**

- The Athletic Director will determine an adequate amount of warm-up time with input from the coach. Below are the typical amounts given to warm-up before the start of a game:
  - Basketball, golf, soccer, and volleyball: 45 minutes
  - Baseball and softball: 60 minutes.

## **Playing Time**

*Playing time accorded to a player will depend upon:*

- a. The skill the player possesses
- b. The growth and development of skill as the season progresses
- c. The ability to function effectively as part of a team, to follow the game plan and to put team success first.
- d. The effort, attitude and seriousness devoted to practice sessions.
- e. The way a player fits into the strongest combination of players that the coach can put on the field or court.
- f. Character Development: The arena of athletics provides an opportunity for young men and women to test their Christian witness and character development in the competitive world of public, interscholastic competition. While it is the goal of the entire school to encourage growth in these areas, the coaches of specific sports will have unique opportunities within the structure of the team to help their athletes grow through team devotions, team prayer, focus on team goals etc...

Since we do not expect our students or athletes to be perfect, learning from our mistakes is an essential ingredient of this process called character growth. Lack of growth in these areas may result in consequences within the team structure (i.e. extra running, loss of playing time, suspension from a game etc...)

## **Transportation to Games**

- When possible, teams should travel together to games. They are also encouraged to solicit a reliable parent to become an approved driver in case the coach is not able to drive.
- In order to transport athletes in one of the school vehicle, a driver must be at least 23 years of age and must file specific information with the school office in advance.
- When the school provides transportation to practices or games, student athletes must return to school on that transportation unless a parent approves in writing alternate transportation with the coach's knowledge.
- Student-athletes are prohibited from driving themselves or any passengers to away games, unless parents of each athlete approve this in writing with the coach's knowledge.
- Keys for van use can be picked up from the athletic secretary in the office. Certain times no vans will be available and it will be your responsibility to arrange parental assistance for transportation. We would need a copy of driver's license and current insurance cards for those

- drivers. Junior high teams generally need to arrange their own transportation. **Regarding the van use** - when you return to school please park in the correct numbered spot.
- Coaches may have to find alternative means of transporting their team if vans are not kept reasonably clean. **DO NOT LEAVE THE PARKING LOT WITHOUT SEAT BELTS ON. THEY ARE REQUIRED AT ALL TIMES!** *Someone upon return to the school should be assigned to clean out the van. Vans will be tracked on who has them on what dates.*
- The Lord has blessed us with the facilities that we have. You must be a good steward of what we have and use it wisely. Always leave all facilities cleaner than when you found them. Destructiveness or misuse of our facilities will not be tolerated.
- On road trips you will be responsible for treating the host schools facilities in the same manner. Leave a clean locker room and a good impression.

### Seasonal Boundaries

- Each sports season will have a defined starting and ending date set annually by the Athletic Director as set by the AIA for High School. In general, starting dates will be:
  - Fall season – July 31<sup>st</sup>
  - Winter season – October 30<sup>th</sup>
  - Spring Season – February 5<sup>th</sup>

Summer league team that serves as an enhancement -- not a prerequisite – to varsity sports participation, and is not limited to NCS athletes or identified as a NCS team

A weekly pickup game during the summer, open to varying ages

- If a coach wants to organize an out of season sports team or activity, we would deeply appreciate it if he/she would contact the Athletic Director.
- NCS does not allow home-schooled athletes to tryout for teams.

### Athletic Awards

#### Season Awards

At the end of each season (fall, winter, spring), special recognition awards may be presented to the athletes who show exceptional performance in some areas.

Mighty in Spirit – presented to the athlete who best exemplifies spiritual leadership, Christ-like character, and spiritual insight.

Total Release – presented to the athlete who best exemplifies the best intensity in his/her performance. This athlete is to be the best at what is spoken of in Col. 3:17 and Col. 3:23. He/she must give all he/she has at all times and do it unselfishly unto the Lord.

No awards will be given to any student suspended for the athletic code or repeat eligibility violations. Coaches will vote and give out MIS and TR awards.

AIA Scholar Athlete Awards – presented in May. Grade point averages from the first semester are sent to AIA. To receive this certificate the following requirements need to be met:

Individual Award – 3.5 GPA (or above) for the individual student

Team Award – 3.5 GPA (or above) for the average of all members of the team. Each person receives a certificate if the team qualifies.

## Varsity Letters

- These are presented to athletes who are dressed for a contest for a minimum of half of the teams contests, and meets the other criteria of the coaching staff.

## Equipment and Uniforms

### Distributing and Collecting Equipment and Uniforms

- Coaches will issue to players all uniforms and equipment. Please keep accurate records of issuance, return, and damage or loss of uniforms and equipment.
- Coaches should ensure that all equipment and uniforms are washed, repaired, safely stored and returned to the athletic office on the post-season collection date determined by the Athletic Director.
- Upon making the team, the student will be issued a uniform. Responsibility for the uniform is the student's, and any lost or damaged uniform will be paid for, in full, by the student. Any student found to have caused loss or damage to equipment will be solely responsible for the replacement of said equipment. **School uniforms are the property of NCS, and are to be worn only by the student/athlete, and only during athletic contests. Special permission may be given by the school administration for the wearing of the athletic uniform for pep rallies or similar events.**
- Any uniform not turned back to the athletic office in a timely fashion may have a late fee assessed.

### Additional Equipment Requirements

- A common practice in sports, especially at the varsity level, is to create supplemental uniform requirements (e.g. team shoes, shooter shirts, sweatshirts, etc.). While acknowledging the positive impact these items can have on team morale, we seek to minimize financial strain on families.

## Athletics Budget

- The Athletic Director oversees the budget and makes all equipment purchases after soliciting input from the Head Coach.
- Donations to the NCS athletics program are welcome. Donations to a specific program will be honored as the Athletic Director deems prudent to best serve the overall athletic program.

## Tryouts and Team Selection

### Criteria for Evaluating Players

- All students in Grades 7-12 who are enrolled in Northwest Christian School are eligible to try out for athletic teams. Students in either program are given equal consideration. Students in Grades 7-8 should try out for the junior high school teams.
- For practical reasons, such as coaching limitations, transportation logistics, etc., it may be necessary to limit the number of students on the rosters. If cuts are necessary, the following criteria will be used in evaluating each student:
  - **Ability**
    - Does the student have the basic skills needed to compete at the level required for that specific sport?
    - Does the student have athletic gifts and the potential to develop the skills needed?
  - **Attitude**
    - Does the student seem to represent the Lord and our school well?



- Does the student seem to show proper respect for the coaches?
- Does the student seem to be coachable/teachable?
- Effort and discipline during practice
- Promptness, attendance and reliability
- **Teamwork**
  - Does the student exhibit the characteristics of a team player?

### **Strategy for Approving Players**

- Godly character is a vital distinctive of the Athletic Program. As long as students meet reasonable expectations for attitude and teamwork, the coach will primarily evaluate athletes on the basis of their ability. The coaches will submit final roster decisions to the Athletic Director for approval.
- **Before Try-outs**
  - The office and coaches work together to put together a list of players trying out for the team before try-outs begin.
  - Athletic Clearance Cards need to be filled out for each sport and signed off in the athletic office and given to the coach **BEFORE BEING ABLE TO PARTICIPATE IN ANY PRACTICE**
- **After Try-Outs**
  - The coaches will meet with the athletic director to go over the list of players on each squad.

### **Emergency Information Records**

It is required that each athlete has an Emergency Information Records. This record contains contact information to the student-athlete's guardian, physicians, and other vital information regarding the student-athlete's health. This must be done before the start of each new season. A student-athlete will not be allowed to participate in a sport until their Emergency Information Record is turned in - no exceptions.

If a student is injured in an activity that includes the head, back or neck area, the coach will notify the parent or the other party listed on the Emergency Card. For any other injury the coach and/or assistant will check the student thoroughly, and if immediate medical care is suggested, the parent other party will be notified. A student indicating numbness, nausea, dizziness, or pupil dilation warrants the coach to call the parent or other party and take the student for immediate medical attention.

**HEAD INJURY:** Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion, shall not be permitted to return to that contest, or other athletic contest, on that same day. Until the athlete who has suffered a concussion is no longer experiencing post-concussive symptoms, and a medical release form signed by an appropriate healthcare professional is obtained, the athlete shall not be permitted to return to athletic activity.

Beginning in 2011 all athletes must complete an online concussion course that is required by AIA to be eligible to participate in a sport. This course is on [www.aiaonline.org](http://www.aiaonline.org) and when completed a certificate of completion must be turned in to the athletic office along with your physical to be cleared to participate.

**The NCS school nurse and athletic trainer beginning in 2016 will also be doing a preseason concussion assessment test to aid in determining the protocol for return to play if the athlete suffers a concussion during athletic activity.**

## **NCS policy for Concussion Management and Academics-beginning 2016**

Specific protocols for students/athletes to return to school after a concussion is essential. Although students appear well physically after a concussion, the extent of symptoms and deficits experienced by the student can be significant.

A concussion is defined by a brain injury that changes the way the brain normally functions. It can be caused by a bump, jolt, or blow to the head causing the brain to move rapidly back and forth. Concussion may seem to be an invisible injury but can affect the student in many ways including physically, cognitively, emotionally, and sleep disturbances.

Northwest Christian has implemented a pre-concussion baseline testing on all High School athletes. This is coordinated by the High School Athletic Trainer and the School Nurse.

Any student with a concussion should be evaluated by an approved, licensed healthcare professional defined by Arizona state law who has experience in managing concussions. They will determine when it is safe to return to school as well as recommended appropriate levels of cognitive and physical activity throughout their recovery process. Providing appropriate support for a student's academic success after a concussion requires a collaborative approach. The team would include the Athletic Trainer, School Nurse, Principal, Dean of Students, and parents.

The academic management of a student with a concussion will be on a case by case basis. This could include shortened or missed school days, no PE or sports, delayed tests and homework, increased test time, and decreased use of computers and I pads. Prolonged school absences will require a signed chronic illness form that can be obtained from the secondary office

### **End of Season**

#### **Seasonal Report**

These reports should be completed within 15-days of the final season contest. This report should include the following:

- A brief summary of the season and suggestions for improving your program
- Complete inventory of all equipment and supplies
- Names of squad members – indicate letter winners, captains, managers, etc.
- Schedule played with results of games or matches
- Special honors received by team members
- Budget request for the next season. List all items in priority order.

#### **End of Season Requirements**

- All student-athletes are expected to return all equipment provided by the Athletic Program which has been checked out during the season to the Athletic office.

#### **Outstanding Equipment/Uniform Obligations by Athletes**

- No student-athlete shall be allowed to compete in another sport until all equipment and/or uniform obligations are cleared up with the previous sport.

