

## Contact Information

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## **The Mission of Victory Christian Academy**

The mission of Victory Christian Academy is to glorify God through the evangelism and discipleship of students and the pursuit of excellence in education with Christ as our focus and the Bible as our foundation.

## **The Purpose of VCA’s Athletic Program**

*“For physical training is of some value but godliness has value for all things, holding promise for both the present life and the life to come.” 1 Timothy 4:8*

The purpose of the Athletic Program at VCA is to help students develop physically, emotionally, intellectually, and spiritually. Athletic competition helps teach athletes how to positively interact with others; it gives players, coaches, parents and fans the opportunity to clearly reflect the Spirit of Christ in all their actions; and it allows fellowship and relationships between athletes--from both VCA and other schools.

We believe that it is in keeping with God’s word to compete with the desire to excel, including to win: “Whatever you do, do it with all of your might, as if done for the Lord...it is Jesus Christ you are serving in everything.” (Colossians 3:23-24)

We also believe that competing is only a part of a greater purpose, defined in Romans 8:29, “For from the beginning God decided that those who come to Him should become like His son.” Our greater purpose in our athletic program is moving our athletes toward Christ-likeness, and shining the light of Jesus to all who witness this process.

## **Teamwork: Team, Players, Coaches, Parents**

**T.E.A.M.**

**Together Everyone Accomplishes More**

We want to thank you for your participation with Victory Christian Academy Athletics. A smooth running athletic program will be the result of many hours of work by coaches, parents, athletes and volunteers. The athletic director, coaches and a few parents cannot do it all. Participating in a sport at VCA requires a commitment on the part of the student and the parents. We highly esteem commitment and expect every family to help us achieve our goals. We ask parents and athletes to commit to support our program through attendance, service and prayer.

## Communication Guidelines

For the athletic department to be successful, effective communication must occur between players, coaches and parents. The administration and the athletic department believe strongly in being accessible to parents and supportive of the coaching staff. We are continually attempting to improve communication.

### **Applying the Matthew 18 Principle:**

If at any time you have any concerns regarding a coach or a policy, please discuss the matter first with the coach according to the Biblical procedure found in Matthew 18:15-17. If, and only if, the problem is not dealt with satisfactorily should the matter be brought to the attention of the athletic director. Avoid discussing problems with other parents or other people who are not a part of the solution. This gossip may lead to misunderstandings and discord. Trying to garner support from others is not the Biblical way to deal with problems. God's way of dealing with such matters is to first confront the individual lovingly and privately. If you have questions regarding school policy or procedures, please see the athletic and school handbooks. If you are unable to reach resolution after meeting with a coach, please contact the athletic director to arrange a meeting. We are here to work together in harmony with the parents for the good of the athletes and programs. If you are not willing to follow these procedures, we ask that you please drop the matter completely.

### **Typical concerns/questions of parents that are *appropriate* to discuss with a coach are:**

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance)
2. How you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior.

### **Coaches often need parents to tell them:**

1. Any specific health concerns about your son/daughter expressed directly and informally to the head coach at a mutually convenient time.
2. Notification of any schedule conflicts well in advance. If your son/daughter is unable to attend a practice or a game, it is the athlete's responsibility to personally inform or phone the coach as soon as possible. Do not ask another team member to do this for you.
3. Your commitment level to the program, and how you plan to make a contribution to the program's success. For example, one way to contribute is to be sure your son/daughter is at practice each day on time and to supervise that your child gets enough rest and nutrition at home. Also, be prompt in picking up your child from practices and games; offer to drive for games, wash uniforms, etc. Our coaches volunteer many hours of their time. Some do not even have children on teams. Please do not take advantage of their generosity. Find some way to help.
4. Strategies that have worked for you in dealing with your son/daughter being successful in the past.

### **It is *inappropriate* to discuss with a coach:**

1. Team strategy or play calling.
2. Other student athletes.
3. Never approach the coach after a game unless the coach requests this meeting. Post-games can be a busy and emotional time for both the parent and the coach and at this time does not promote objective analysis of the situation. Contact the coach at a reasonable time and in a reasonable manner.

## **Sports Sponsored by Victory Christian Academy**

Currently, VCA offers 5-8 and 9-12 coed soccer, 5-8 and 9-12 coed cross country, 5-8 and 9-12 girls' volleyball, 5-8 and 9-12 girls' basketball, 5-8 and 9-12 boys' basketball, 8-12 boys' baseball, 8-12 girls' softball, and 7-12 girls' cheerleading. The athletic department will notify parents as new programs are developed. If parents are interested in organizing a sport or helping with one, please contact the athletic director.

## **Athletic Objectives and Guidelines for Participation**

The following are the objectives and guidelines for athletics in the junior high and high school. Victory Christian Academy participates at three levels in the 5<sup>th</sup> through 8<sup>th</sup> and 9<sup>th</sup> through 12<sup>th</sup> grades: (1) Middle School (at VCA the Middle School refers to 5<sup>th</sup>-8<sup>th</sup> grades) (2) Junior Varsity (3) Varsity. Each of these levels has specific objectives and purposes as we seek to help fulfill the school's primary goals and objectives.

1. Middle School: The objectives of the middle school program are threefold: to encourage involvement physical, mental and social health; to develop fundamental skills in specific sports; and to encourage a love for sports. Coaches will teach basic rules and principles of the game. Middle school athletics will allow each student the opportunity to participate and grow in sportsmanship and Christian character. Playing time will vary according to the level of competition, and to levels of readiness for competition, and playing at all in every game remains contingent on attitude and participation in practice. Coaches will talk with players and parents to explain reasons for ongoing non-participation. (Exception: each athlete will not be assured participation in tournament play.)

In an effort to give as many middle school athletes as possible a chance to participate, VCA will have two teams when necessary and as coaches are available.

2. Junior Varsity/Varsity: The objectives of junior varsity athletics are to reinforce basic skills, to being to develop advanced athletic skills, and to continue to cultivate Christian character at an increased competition level. Varsity athletics are more competitive and require greater skill than middle school athletics. Playing time will be determined by the players' skill, age, and attitude as viewed by the coach and is at the discretion of the coach. Coaches will communicate with players and parents about their roles, coaches' expectations, and general playing time expectations. Varsity athletics are highly competitive and advanced. At this level, the athlete

will be scrutinized more thoroughly regarding his character, ability, attitudes and skills. He will play before many witnesses, including the Lord. The most qualified athletes will be allowed on the varsity team.

### **Junior Varsity/Varsity Try-Outs and Team Cutting**

1. Victory Christian Academy operates under a no-cut policy for enrolled VCA students---any student who wishes to participate in a sport will be given a spot on the team, whether at the junior varsity or varsity level. A freshman/C team will be formed if numbers dictate a need.
2. Try-outs are used to determine whether a player should be placed at the junior varsity or varsity level. Try-outs may also be needed to cut only home schooled players if the number of enrolled VCA students meets the minimum number of players for each team. Those numbers are as follows: MS Volleyball- 14, HS Volleyball- 14, MS Soccer- 24, HS Soccer- 24, MS Girls' Basketball- 12, MS Boys' Basketball (5/6)- 12, MS Boys' Basketball (7/8)- 12, HS Boys' Basketball (JV)- 12, HS Boys' Basketball (Var)- 12, HS Girls' Basketball (Var)- 12, HS Softball- 20, HS Baseball- 20

If a varsity/junior varsity team does not meet the minimum number of required players, even after including home schooled players, VCA will hold an open tryout to determine which younger players qualify to move up to the varsity/junior varsity team. At the agreement of the player, the player's parents, both coaches, and the athletic director, the player may choose either to become a member of the varsity/junior varsity team or to play on the middle school team. Try-outs and the team cutting process will be conducted during the first week of practice, at the coach's discretion. Generally, prospects will be expected to attend the tryout from the very first day. Generally, any student allowed to try-out late must have emergency reasons for doing so, and must participate in at least 5 practices before participation in any games.

### **Risks Involved in Sports Participation**

1. There are risks involved for students who participate in athletics. Parents and athletes must be aware that the potential for injury can occur in any sport.
2. Regardless of the precautions taken, it is impossible to completely ensure the safety of the participants. Injuries may occur, including serious, disabling injuries--even death. While it is impossible to mention all specific risks, the following is a list of potential injuries that commonly occur as a result of participating in organized sports: **Including but not limited to:** sprains, fractures, ligament or cartilage damage, neck and spinal injuries; serious injury to muscles, internal organs and/or brain.
3. Athletes must wear proper protective equipment when they are on the playing floor, including kneepads, ankle braces, athletic supports, etc. Players are responsible to provide their own protective gear.
4. Athletes must obey the rules of the sport in order to help avoid injury.
5. Athletes should immediately report all discovered defects in playing area.
6. Athletes should immediately report even minor injuries to their head coach so an accident report can be completed if necessary.

## Injury Related Unconsciousness in Athletics

Any VCA athlete who becomes unconscious (“blacks out”) for any length of time during a game or practice is ineligible to continue practice or re-enter the game for the remainder of that practice or event. VCA will follow the IHSAA and NFHS guidelines for concussion care.

## League

Victory Christian Academy is a founding member of the South Shore Athletic Conference. This conference includes nine other Christian schools from northern Indiana and Illinois. VCA also participates in the Indiana Christian School Tournament in various sports.

## Sports Fees

Full time and part-time (3 classes or more) student athletes pay a \$100 fee per sport.

Students who are home schooled or taking less than 3 classes pay a \$150 fee per sport.

Depending on the sport, additional fees may be required. Any items that students keep (i.e. hats, socks, sweatshirts, shoes, etc) will require an additional fee. These additional fees will be outlined at the pre-season meeting for each sport.

*The above fees are needed to cover the costs of, paying coaches, paying tournament and league fees, paying referees, purchasing awards and letters for the athletic banquet, etc.*

## Forms Required for Athletic Participation

1. Students that are participating in sports need to complete a **school application** and sign the **Commitment to a Godly Lifestyle Form** when they pay sports fees on or before the first day of practice. This insures that we have adequate contact information and commitment to represent Christ as a team member of VCA.

2. All students desiring to participate on any 5<sup>th</sup>-12<sup>th</sup> Grade VCA Athletic Team must have the following forms completed and returned to the coach and athletic office **before they will be allowed to participate in any athletic competition**. Forms are available from the athletic office and coaches’ office, as well as at the pre-season parents’ meeting.

- A. PARENTAL PERMISSION/EMERGENCY INFORMATION FORM:** All dates and information must be supplied by the parent/guardian and on file before participation is permitted.
- B. STUDENT ATHLETE CODE OF CONDUCT CONTRACT:** Must be signed by student and parent(s) and returned to athletic director.
- C. PHYSICAL FORM:** There will be no waivers and no exceptions from physicals. The physical must be performed and form completed by a licensed physician and is good for one calendar year (ex. August 1, 2013- August 1, 2014). An athlete is ineligible for participation in any form until this is form is current and on file.
- D. MEDICATION PERMISSION FORM:** This gives the coach permission to administer Tylenol, Advil, or their equivalents in the event of an injury, headache, etc. and the parent is not present to give permission. Without this, no medication may be administered.
- E. HEADS UP CONCUSSION FORM:** This form indicates that the student and parent are aware of the dangers of participating with a concussion.
- F. INSURANCE FORM:** This form is completed to show proof of insurance on the student athlete.

## VCA Athletic Rules and Regulations

1. All students in athletics must participate in all team practices.
2. 2013-2014 practice start dates:
  - a. Fall: July 22
  - b. Winter: October 21
  - c. Spring: February 24

Organized practice is having together the number of players or more required to start any game, e.g. five (5) basketball, six (6) volleyball, etc. and being supervised by a coach or assistant.

Coaches, directors, and players are representing the name of Christ during all public events. Therefore, compliance with the following guidelines will be expected from all participants.

Victory Christian Academy athletic events must be conducted in such a manner that good sportsmanship prevails at all times. It is necessary that administrators and coaches be individually and collectively responsible for taking every possible step to promote good sportsmanship at every interscholastic event. These steps must include the provision of safe and adequate facilities for participants, spectators, and officials; the best possible officials for the events; and adequate control of spectators, players, and pre-game and post-game activities. Every effort must be made to promote a climate of wholesome competition.

Athletic competition is guided by the following ideals:

The Players:

1. Play within the rules of the game.
2. Win with humility and lose with dignity.
3. Respect officials and accept their decisions.

4. Use only encouraging words to team members.
5. Never play with intent to injure an opponent.
6. Never forget that they represent their school, their coaches, and their family.
7. Respect their opponents as well as their facilities and property.

#### The Coaches:

1. Inspire in their players a love for the game and the desire to win.
2. Teach that it is better to lose fairly than to win unfairly.
3. Show restraint and respect when dealing with officials.
4. Serve as positive role models for their players spiritually and athletically.
5. Hold their players accountable for unsportsmanlike behavior.

#### The School:

1. Treat officials, opposing teams, and its spectators as guests.
2. Educate its supporters to cheer the strengths and victories of its own teams and never to denigrate the performance of opponents or officials.
3. Will not tolerate any spectator, either adult or student, whose behavior is disrespectful toward players, officials, coaches, or other spectators.
4. Will not permit any type of spectator behavior that detracts from the proper conduct of the game

### **Ejections from Games**

Any ejection from a game or match by an official will result in a minimum of a two (2) game suspension from athletic events. This rule applies to coaches, students, and parents. VCA parents may not approach an official to discuss any issues before, during, or after a game or match, or for any other reason. Any decision by an official will be adhered to by the coaches, parents, athletes, and the school administration without further discussion. If a player is ejected, they may appeal the suspension with the athletic director if compelling evidence warrants a hearing.

### **Inclement Weather Guidelines for Outdoor Athletics**

Coaches and the athletic director will follow National Federation guidelines on lightning disturbances (p. 8) on game days (in conjunction with officials) and practices.

1. Assign staff to monitor local weather conditions before and during events.
2. Follow criteria for suspension and resumption of play:
  - a. A 30-second or less flash-to-bang count calls for removal of the athletes from the field to an appropriate shelter. That is, if you see a flash, however distant it appears and can count to less than 30 before the sound of thunder leave the field promptly.
  - b. Once play has been suspended, wait at least 30 minutes after the last flash of lightning is witnessed or thunder is heard prior to resuming play.



- c. No more than two thirty-minute delays will be allowed before either considering the game/practice cancelled/postponed (Maximum of one-hour total delay time).
3. Develop an evacuation plan, including identification of appropriate nearby shelters. Indoors is best, an open but covered shelter next best, and cars are an acceptable third option. All games canceled/postponed because of inclement weather shall be rescheduled at the earliest and most convenient date for both schools. Conference games shall take precedence over non-conference games.
4. Soccer--a game is considered complete if one half or more has been completed. If less than a full hour weather delay has occurred, every effort will be made to play as much of a full game as possible.
5. Baseball/Softball---the game is considered complete after the completion of 5 innings.
6. Cross Country/Track---generally is “complete” only when all events are complete.
7. Heat and Humidity - Coaches must closely monitor athletes when temperatures are 90 degrees or above, especially on high humidity days. Allow frequent breaks for water, rest, and shade when the heat index is high.

## **Academic/Athletic Eligibility**

The athletic director shall be responsible for ensuring that all players meet Victory Christian Academy requirements for participation. The athletic director will notify coaches of any ineligible players. Coaches and directors shall submit to the athletic director a list of participants at the beginning of the season in order to facilitate this review.

All Victory Christian Academy students participating in athletic activities must adhere to the following eligibility requirements:

### Policy for Calculating Eligibility Rules For Extra-Curricular Activities

Eligibility will be calculated and reported to the Athletic Director every third Friday. Any student who has 2 D's in any subjects or is failing any subject is deemed to be ineligible. For 5<sup>th</sup> through 6<sup>th</sup> grades “specials” are excluded from the calculation, such as PE, Music, Art, and Computers.

When a student joins a team, the athletic director will send a notice to each teacher who has students who have joined a team, identifying the students from his/her class who are on the team and explaining the eligibility policy.

The following are the progressive steps when a student is ineligible:

1. If a student is found to be ineligible, they will not participate in games from Friday through the following Thursday. Ineligible students will have their grades checked each week for three weeks.

2. If a student is found to be ineligible for three straight weeks, they will be removed from the team.
3. If a student is found to be ineligible on any two three week grade checks, they will be removed from the team.
4. Students who are ineligible for games are required to attend and participate in practices. Ineligible athletes will not travel with the team for road games and will not sit on the bench with the team for home games.

## **Practice Attendance Policy**

**A student who is absent from school the day of a game may not participate in extracurricular activities that day either in practice or in games. An absence will be classified as missing four or more classes during the day without an excused doctor's notice/approved family absence. Approved absences must be approved by the athletic director.**

Players are expected to be on time for practice, with necessary uniforms and equipment. Players are expected to attend every practice unless they are absent from school due to illness/injury, doctor/dental appointments, and family emergencies.

When a student misses a practice and the practice is deemed excused (sickness with a doctor's note, medical appointment, family emergency, family vacation), the student is eligible for the next game but may not start the game. The player is to contact the coach prior to that practice. Failure to do so results in an unexcused practice and may result in a minimum of a loss of starting/playing time in the future and a maximum punishment of removal from the team. If a player misses a practice and it is not excused, the player will not be eligible to play in the next game. If a player misses a game and it has not been excused, the player will be suspended a minimum of one game. Coaches have the right to discipline athletes with reasonable measures for being tardy, not being properly dressed and for lack of prior notification of absence.

When a player has been absent, either excused or unexcused, it is up to the parents of the player to contact the coach for any information given at the practice. The player and his/her family may also contact other players for information. The coach is not obligated to call players not attending practices

Excessive absences from team practices, games or meetings may be cause for removal from the team. It is expected that VCA athletes commit to their VCA team above and before "outside" activities. For example, if a VCA practice or game conflicts with a city league game, it will not be an excused absence to miss your VCA practice or game. Part-time jobs, church activities, and family events will not be considered excused absences (unless cleared by the head coach).

Coaches may use their discretion in allowing practice to be missed for other situations when the student asks for permission in advance. Players who join the team after the season begins must practice at least 5 days before participating in a game/match.

**Expectations:**

1. If your practice starts after 3:30 p.m., you must be picked up or leave school at the normal time and not return to school until time for your practice or game. The school is not responsible for students waiting for games or practice past 3:30 p.m. Athletes must be in the assigned gym with their coach by 3:30 pm for a 4:00 home game. Please arrange to carpool with a teammate if necessary.
2. Only team-members are permitted to attend a team practice. No one is to be in the gym during practice time other than the coach and players. Each team needs to maximize practice time without distractions.
3. All players are to be under supervision when at VCA practices or games.
4. **All players at practices or games are to be picked up on time.** The coaches are instructed not to leave the building and lock the doors, etc. until all players have been picked up. Please do not keep the coach waiting for late pickups.

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|-------------------|
| <b>Dress Code</b> |
|-------------------|

**GENERAL:** nothing excessively tight or drawing undue attention. The appearance and grooming of every athlete should be consistent with the guidelines in the VCA Parent/Student Handbook.

Please see Appendix III for the VCA student dress code.

**GAME DAYS:**           Guys: Dress pants, shirt, & tie OR approved team uniform  
                                  Gals: Dress skirt, pants & blouse or dress OR approved team uniform

**AWARDS NIGHTS:** Semi-formal attire

**PRACTICES, UNIFORMS, etc.:**

1. VCA Athletes must follow VCA the dress code for shorts and shirts.
2. Shorts/Pants: no shorter than fingertips when arms placed at sides; Breakaways/sweats: must have shorts on underneath. Spandex may be worn under other shorts but may not be used as shorts.
3. T-Shirts: Shirts may be full-length T-shirts with no large holes or tears; etc must be worn at all times. Use color vs. whites rather than “shirts & skins”; Christian witness/sports/solid colored “T.” No words, lettering, drawings that might be even slightly suggestive, derogatory or in bad taste. See VCA Parent/Student Handbook.
4. Appropriate footwear is also required. Students may not practice barefoot, in socks, flip flops, or in dress shoes. When assigned, teams should wear practice uniforms. Uniforms should be worn in the most modest fashion possible. A “rolled up” waistband to make shorts “shorter” is not permitted.

5. Bathing Suits: (for overnight tourney stays in motels with pools) Girls; modest 1-piece suits. Also, bring along a dark-colored T-shirt for cover in the event it is needed. Boys: modest shorts /trunks: see Shorts/pants

## Uniforms and Equipment

1. Uniforms are not to be worn for P.E. or any activity other than regularly scheduled games. Exceptions are occasionally made for Spirit Week or other special events. You will be advised when this is permitted.
2. Athletes must supply their own braces, athletic tape, etc. for chronic or recurring conditions. The athletic department maintains medical and emergency supplies intended only for injuries that occur during games and practices.
3. You are responsible for all equipment/uniforms issued to you. If you notice a problem with either, notify the coach immediately so repairs may be made if needed and possible. You will be charged the full replacement cost for any equipment/uniform that is lost, damaged or stolen. All *school-owned* uniforms must be returned **to the coach on the night of the final game of the season**. Repair or replacement fees will be assessed for students who damage school equipment or property.
4. Mouth guards: VCA strongly recommends mouth guards for all athletes involved in practices or games in collision sports.

### Game Apparel:

- a. Dispersal: Uniforms will be dispersed to the students at school before their first game. VCA athletic uniforms should be worn for games only, not for practices.
- b. All forms and fees need to be turned into the coach prior to receiving the uniform.
- c. Return: Uniforms will normally be returned by the students on the day that team pictures are made at the conclusion of the season, or after the last game of the season.
- d. Care: In washing uniforms at home, please adhere to the instructions printed on the uniform. Please repair tears and holes and disconnected stitching as they occur.
- e. For all sports, game shoes and socks must be in color combinations as requested by the coach. The goal of a uniform is unity. With that in mind, we expect our athletes to dress in such a way as to promote unity over individuality. Team members will purchase socks in a single (uniform) color and length announced by each coach.
- f. Jewelry is not permitted in any form in game events.
- g. Jock straps and cups: VCA strongly recommends that male athletes purchase groin protection in sports for which such protection is appropriate.

## Insurance

VCA has liability insurance that covers athletes in scheduled sports practices and games. **Student-athletes MUST be covered by private insurance in order to participate in VCA athletics.** Parents are to submit bills to their insurance first and VCA's insurance covers the balance.

## **Varsity Letter Eligibility**

High School athletes may receive letters for meeting the requirements outlined below.

1. An athlete receives a letter for participation in his or her first high school sport. reaching certain playing time milestones in a varsity sport. After receiving one varsity letter, all future varsity participation results in a chevron only. Participation levels for each sport are as follows:
  - \*Soccer- The athlete will participate in half of all varsity halves completed in regular season and tournament games.
  - \*Volleyball- The athlete will receive playing time in 75% of all matches completed.
  - \*Cross Country- The athlete will compete in more than 75% of all races.
  - \*Basketball- The athlete will participate in at least 50% of all quarters completed.
  - \*Cheerleading- The athlete will cheer at all home games.
  - \*Baseball- The athlete will participate in an average of more than 2 innings per game.
  - \*Softball- The athlete will participate in an average of more than 2 innings per game.
  - \*Exceptions- Coaches may grant a letter if they feel an athlete has not met the requirements of playing time but has contributed to the team in a significant, tangible way (i.e. a player who joins the team late, a player who make significant improvement and plays extensively at the end of a season, a player who exhibits tremendous leadership, etc). The athletic director must give final approval for any exceptions.
2. Athletes not eligible for letters (i.e. junior high athletes and those not meeting the specified requirements) will receive a certificate of participation.
3. To be eligible for a letter, a student may not have been suspended or subject to any serious school or team disciplinary action.
- 4.

Athletes must attend practices and matches faithfully and work hard with a good attitude in games and practices in order to achieve a letter or a pin. A coach may recommend to the athletic director that a student who has not met these criteria receive only a certificate of participation. Such students will be notified well in advance of the end of the season if they have fallen short of these criteria. Parents should be notified of the problem in a timely manner.

## **High School Athletic Awards**

These awards will be given as follows:

First year .....Letter for 1<sup>st</sup> year

An award will be given to a student manager who fulfills their responsibilities for an entire season. Team captains will be recognized in each sport.

Coaches may award up to four additional awards for each sport. Example: Most Valuable Player, Lions' Award, etc.

## **Middle School End-of-Season Programs**

All participants will receive a certificate of participation. These certificates may list special attributes that the coach wishes to acknowledge. Up to four individual awards (i.e. trophies) may be given by the coach.

Coaches will be asked to present the certificates to the students at the scheduled assembly. The coach/director should provide a brief overview of the season. Coaches should not address, negative or embarrassing qualities and/or characteristics of individuals.

The coach/director should call the students up in mass, read each student's name, and present them with their certificate.

## **High School End of Season Programs**

Special awards programs will be scheduled at the end of fall and winter/spring sports. Each participant will receive a certificate of participation. Special awards will also be presented. These are the only awards that may be presented. If coaches desire to present other awards they must receive approval from the athletic director.

## **Website Schedules and Notifications**

All athletic schedules will be available from the VCA website and on Maxpreps.com. All coaches and parents will need to access the website for scheduling information. Schedules are available by scrolling over "Athletics" and clicking on "Athletic Calendar." Directions are available from the team coach or may be available from the website.

**The VCA game schedule is subject to change without advance notice.** In general, all questions pertaining to practice and game scheduling (times, locations, departures, returns, etc.) should be directed to the head coach and not to the athletic director. Last minute changes are posted on the athletic calendar on the school website and on the Lions' Facebook page.

## Missed Academic Time for Athletics

The VCA school policy for a pre-arranged absence also applies to athletics. The athletic director may place a schedule of games that will involve missing school in teachers' boxes. Athletes are to discuss early dismissals in advance with teachers and are to complete those assignments on time.

## Transportation

Adult drivers who have completed the "Volunteer Driver Form" and have safe vehicles with proper restraint provisions will transport students. See "Guidelines For Chaperones" following this section. The coach is responsible for arranging for transportation to all away games. The athletic director, not the coaches, will establish the time that students will be released from class for participation in games held on school days.

Coaches and the athletic director should always travel with a copy of each student's emergency medical form with them. The athletic director will provide the coach with these forms.

**BASIC RULE:** Teams generally ride together by carpool unless transported by parents to games.

If a player rides to a game in a carpool, they **MUST** return to the school in the car in which they came to the game. The only exceptions are if they return to home with their parent or the parent gives verbal permission directly to the coach for other arrangements.

All drivers must be at least 21 years old or older if they are transporting athletes (with the exception of driving family members.)

### Guidelines for Chaperones

Should be copied and distributed to parents/drivers.

1. **The coach is in charge.** Chaperones are the leader of their groups and are to maintain control of them. If a child disobeys, the chaperone is to notify the coach. The chaperones are to supervise their groups every single minute of the trip, going where the students go and students going where the chaperone goes.
2. **Chaperones driving children other than their own** must submit a copy of their valid driver's license and a current verification of automobile insurance to the Athletic Director before the day of the game by using the form mentioned above. Chaperones are responsible to make sure the dates of expiration are readable and valid for the date of the field trip (the school office will photocopy these).
3. **Chaperones having access to a cell phone are asked to bring it** with them on the trip for safety reasons, to notify the coach of the phone number, and to obtain the coach's cell phone number in case communication is needed.
4. **Students are to be in car seats when required and seat belts** (see Car Seat/Seat Belt Laws above) **at all times** (Note that only one child is permitted per working seat belt).
5. Chaperones are to be aware of the airbag restrictions in their vehicles, and must comply with the rules for safe transportation of children regarding airbag restrictions.

6. **Chaperones will follow directions given to the destination, and obey the rules of the road in speed and driving procedures.** If the chaperone arrives early to the destination or back at school early, they must keep students with them and adequately supervise them. If a chaperone becomes lost or experiences car trouble, the chaperone is to call the coach's cell phone or the school for instructions.
7. **Chaperones are to be aware of the music that is being played in their car, and make sure that it is appropriate. If there is any question stick to Christian music only.**
8. **Chaperones will only allow rated "G" movies or programming on vehicle entertainment systems unless approved of by the coach and every parent of every student in their car regardless of age of students.**
9. **If a bus is being used, chaperones will help in adequately supervising the students.**
10. If the chaperone is unavailable to supervise a field trip, he/she must notify the coach as soon as possible by calling the office, if necessary, to get the message to the Coach.
11. **Chaperones will be impartial if their child is in their group, and be fair and consistent with all.**
12. Chaperones will bring a watch, noting meeting places and times, to avoid making the group wait.
13. **Chaperones will comply with the VCA student dress code** unless other arrangements have been set for the day.
14. They will not spend money on treats or souvenirs or bring "treats" for the group that shows partiality to a few.
15. **Chaperones are not to smoke or imbibe any alcohol on a field trip.**

### **Policy on Games and Practice during Breaks, Sundays, etc.**

1. Teams may practice on early release days. This is at the coaches' discretion.
2. Coaches may not have mandatory practice over any 2 week break, however, they may have optional practices, if desired, during these two weeks.

Because we value your family time, any "break practices" will be optional. We will not allow any mandatory practices during any of the breaks. Your inability to attend optional practices will not result in any negative consequences for the athlete.

#### **Sunday and Non-School Day Practice**

Sunday practices are prohibited, including "optional" practices. Except as approved by the athletic director and administration, all non-school day practices are optional.

### **Admission to VCA Athletic Events**

To help cover the costs of referees and building rentals as requested, there is an admission cost to VCA home sporting events. There is no cost to athletes and coaches to games in which they are playing. VCA students are admitted free to all games.



## Policy on Single Season Dual Sport Participation

The only sports that are available for dual-sport participation are soccer and cross country. These teams will train together. Soccer players may not miss a game to participate in a cross country meet. They may miss practice in order to run in a meet.

## Student Supervision at Athletic Events

Children are to be supervised at all times at athletic events. Parents are responsible for the supervision of their children.

The athletic director will assign guidelines for where children can be. Children need to be in the auditorium/area with parents during games and breaks unless they are using the restroom or purchasing food. No children are to be playing with balls during games. No children are to be in the foyer or outside without supervision.

## Field, Facility and Gym Cleanliness

Athletes shall be accountable for keeping fields and facilities clean and in outstanding condition during practices and games. Athletes under the supervision of the coaches must “clean up” every day in return for the privilege of their participation.

### *After All Practices/Home Games*

1. All teams (players and cheerleaders) after games or practices are required to assist with cleaning their bench area and any classrooms used. This involves, picking up trash, cleaning/wiping up spills, moving desks/tables back, taking down chairs, if needed. This should only take about 5-10 minutes if everyone works together.
2. Last team(s) of the day at practice or game will also assist with items under #1 and clean the gym area (dry mop the playing floor, foyer, putting tables back, taking down any chairs, etc.) turning lights out, closing doors, and making sure gym/any classrooms used are ready for next school day.
3. Coaches and the athletic director will see that the facilities are kept neat at all times. The athletic department will pay VCA's janitor an additional fee for cleaning the gym following games.

## VCA Athletic Code of Conduct

Here are some behaviors we will expect from all VCA athletes and families at our athletic events:

1. Athletes must show respect and listen to their coaches at all times. **This also includes other coaches or adults in charge.** This is the basic rule and may involve circumstances not specifically addressed in this booklet. If a coach asks you to do something, do it. If you have a disagreement with another player or coach, make sure you talk to them about it when

time allows, such as after the practice or game. This will allow the practice or game to continue without interruption. By putting the team before your personal needs, this will help show the coach your commitment to the team.

2. **Athletes and spectators** must show respect to officials and opponents at all times. There will be times when an official will make a wrong call. Everyone makes mistakes; please do not make things worse by getting out of hand. Even if bad calls are being made, please show the respect that is due. Always help control the climate of the team by encouraging others to remain in control. “Trash talk” and “in your face” attitudes accomplish nothing good and devalues our witness individually and as a group.
  - a. *Be mindful of our witness to unbelievers.* Colossians 4:5-6 reminds us to “conduct yourselves wisely toward outsiders, making the most of your time. Let your speech always be gracious, as if seasoned by salt.” Our words should witness to the world that we are His, as a star lights the darkness. “Do everything without complaining or arguing, so that no one can speak a word of blame against you. You are to live clean, innocent lives as children of God in a dark world, shining like stars in the darkness as you hold out the Word of Life.” (Philippians 2:14-16)
  - b. *Be mindful of our witness to our children.* Our behavior gives our children an implied permission to behave the same way. It is clear how we should behave toward one another. “Let no unwholesome word proceed from your mouth, but only such a word as is good for edification...that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. And be kind to one another, tender-hearted, forgiving each other, just as God in Christ also has forgiven you.” (Ephesians 4:29-32) Parents and fans dress should reflect team or school spirit if possible. The Athletic Director requests that parents and fans refrain from wearing inappropriate clothing to games (such as shirts with questionable phrases, etc.).
3. **All Participants:** Think about how we should treat one another in the light of this warning: “Things that cause people to sin are bound to come, but woe to that person through whom they come. It would be better for him to be thrown into the sea with a millstone tied around his neck than for him to cause one of these little ones to sin. So watch yourselves.” (Luke 17:1-3) Scripture speaks several times about the importance of not causing someone else to sin or to stumble (I Corinthians 10:28-32; Romans 14:13). But the words of Jesus in Luke 17 give pause to those of us who work with children. Those of us who are parents, teachers, or coaches are daily influencing minds, bodies, and souls. Our attitudes and the way we choose to treat people are contagious. Let us take seriously the words of Jesus, and let us take seriously our duty to “watch ourselves”; our attitudes, words, and actions at sporting events either demonstrate the spirit of Christ or they do not. There is no in-between.

What specifics apply to VCA families at athletic events? The following are specific guidelines that are taken from the ACSI Great Lakes Athletic Tournament Handbook. VCA participates in various Indiana ACSI State Athletic Association events. *As an ACSI member school, we will use these guidelines in all games:*

### ***Acceptable Behavior:***

1. Applause during introduction of players, coaches, and officials.
2. Handshakes between participants and coaches at the end of contest, regardless of outcome
3. Treat competition as a game, not a war.
4. Coaches/players searching out opposing participants to recognize them for outstanding performance or coaching.
5. Everyone showing concern for injured player, regardless of team.
6. Encourage surrounding people to display only sportsmanlike conduct.
7. Cheer good performance and effort, encourage success, speak words that build-up, edify, encourage, and demonstrate kindness, tender-heartedness, and forgiveness toward the imperfections of our opponents, referees, officials, and rival fans.

### ***Unacceptable Behavior:***

1. Disrespectful or derogatory yells, chants, songs, or gestures.
2. Booing or heckling an official's decision.
3. Criticizing officials in any way; displays of temper with an official's call.
4. Yells that antagonize opponents.
5. Refusing to shake hands or give recognition for good performances.
6. Blaming loss of game on officials, coaches or participants.
7. Laughing or name-calling to distract an opponent.
8. Use of profanity or displays of anger that draw attention away from the game.

Conducting ourselves in the above acceptable manner should be done for one reason above all; we are not our own. Our old self has been crucified with Christ (Galatians 2:20), and we now have our minds set on higher things. (Colossians 3:2) “Don’t copy the behavior and customs of this world, but be new and different people with a fresh newness to your thinking. Then, you will learn from your own experience how His ways will really satisfy.” (Romans 12:2)

Please see Appendix II for Conduct Guidelines for Parents and Coaches.

## **Discipline**

**Discipline begins with the athlete** because every athlete must decide individually whether or not to follow the policies and procedures in handbooks or given by their coach. Coaches, parents, and teachers help to guide our athletes through the decisions they must face. The coach and assistant coaches for each team are responsible for discipline during practices and games.

**Coaches may discipline their athletes in a reasonable manner for:** unChristian attitudes, failure to follow directions, disrespect, destroying property, etc. Some examples of discipline: extra activities, benching player, a phone call to parents, and loss of playing time, suspension or removal from team. The coach is in charge of the team--they have the right to ensure smooth operation of games and practices by using reasonable discipline. The Athletic Director may assist with discipline if necessary.

When discipline is necessary, the coach may administer any of the disciplines above or the following options:

1. Suspension from part or all of practice(s)
2. Suspension from one or more events
3. Suspension from the team, with approval of the Athletic Director

Parents will be notified of all major disciplinary actions. The coach is responsible to notify the Athletic Director of any discipline and will then notify the parents. Any participation fees charged would not be refunded in the event a player is suspended from the team.

***In Summary*** - Let's teach our children to think, speak and act in the way Jesus would, especially at our athletic Events. Thank you for your prayers and by leading our young ones by example!

We believe that participation in extracurricular activities, especially athletics, provides a good opportunity to encourage Christian students in their relationship with Jesus Christ.

## **Appendix I**

### **Conduct Guidelines for Parents and Coaches**

As the coach you are in authority over your players. In a game you and your players are under the authority of the referees. They are the ones making the call. If you are consistently questioning their authority, their judgment, their calls or using the refs as excuses for your losing, then be ready to have players and parents who question you and your authority, make excuses and constantly complain.

As coaches we need to "set" an example so our players will play effectively when bad calls happen. Here are some tips to help your players get that right attitude over the net and bring a side-out on those bad and negative attitudes:

1. Remember your players and their parents are watching how you react.
2. Let your players know from the start you will not undermine or question the call of the ref and that they are to do the same. Help them to understand authority. Many refs we come in contact may not know the Lord as their Savior. Our testimony on the court and the sidelines may make a difference! I do not tolerate any negative attitude or behavior to the ref. It only takes one or two times of benching a player to let them know you are serious.
3. If you are dealing with parents, communicate the same to them. It is your job not theirs to deal with the refs. Yelling from the stands is not helpful. Yelling from the bench isn't either.
4. Remember that in the course of a match there will be calls that will go your way that shouldn't, so it usually comes out in the wash.
5. Expect there to be bad or close calls. The refs are human. They will make mistakes. It is their perspective not yours.
6. The best way to overcome a bad call is receive the next serve with a solid pass, an effective set and then a well placed kill shot, or get a basket, or the next run.
7. Instill in your players the need to focus on what they can control. They control six things (put in your sport): serving, passing, setting, spiking, blocking and digging. Notice the absence of the ref.

Follow these and you'll set your team up for a killer season in practice and in the game!

## Appendix II

### Victory Christian Academy's Dress Code

Victory Christian Academy seeks to create a good self-image in its students, which is vital to good Christian growth. A person's appearance is important to his/her testimony (I Timothy 2:9-15; 1 Peter 3:1-4). In accordance with the principles of modesty set forth in Scripture, students should dress in a way that neither dishonors God nor draws unnecessary attention to themselves. Because God created us all different with different body sizes and physiques, what appears on one student to be completely modest, may appear on another to be very immodest. Parents and students should monitor modesty in their clothing selections. The dress standards that follow are intended as expressions of the *principles of modesty and neatness*. They are not designed to promote legalism or regimentation. Within the guidelines there is sufficient latitude for individual expression and taste.

It is the parents' responsibility to see that their child is dressed properly for school before leaving home each day; therefore, we ask parents to monitor the dress of their children before they leave for school each day. If there are any questions concerning a child's attire, parents are to contact the office prior to sending him/her to school wearing the item or style in question. It is the parents' responsibility to see that their child stays within the standards set by the school. Parents are to explain to their child the function of the dress code and the importance of learning to live within its limits. If a violation occurs, we ask that parents support our correction (which may be bringing appropriate clothing) and that we work together to insure that students are following the dress code

The dress code of VCA is to be observed each day during the school year including participation in school programs and performances outside of school, field trips, etc. unless the office has made specific written exceptions for special occasions and a note is sent home in advance. Exceptions to the dress code will be announced in the Victory Bugle. Students attending a school function even as a spectator are still to be within the modesty limits of our dress code.

**The administration reserves the right to change or add to this dress code policy at any time throughout the school year and will notify parents in the Victory Bugle if additional restrictions or changes become necessary.**

**VCA also asks that parents who are volunteering at the school or chaperoning school trips please adhere to the same dress code guidelines concerning modesty so as not to cause confusion among the students and other parents on what is acceptable at school and for school functions.**

#### Acceptable Attire

Students are to:

- Wear clothing the way it was intended.
- Be sure clothes are clean and neat.

- Wear footwear at all times throughout the day.
- **PK-6<sup>th</sup> grade are strongly asked to wear shoes or sandals that have a back strap for recess time. Students not having appropriate footwear may be asked to sit at a picnic table during recess for their own safety.**
- Wear only shoes that have light colored or non-marking soles.
- Wear tennis shoes for recess and physical education classes. Consequences will be given for not adhering to this. They can be worn that day, brought to school or kept at school. Again, these shoes must have light colored soles or be non-marking.
- Label all elementary students' clothing with child's name.
- Feel free to wear VCA attire, Christian slogans, verses or symbols.
- Wear, if desired, modest shorts (no shorter than your fingertips when standing with arms at your sides and fingers extended) and sleeveless tops on days that are forecasted to be 70 degrees or warmer. **In the fall the administration will decide the date after which shorts may no longer be worn and in the spring administration will decide on a specific date when students will no longer need to check the weather, and may wear shorts through the end of the school year.**

### **Unacceptable Attire or Adornment**

Students are:

- Not to wear fads or extremes of any kind in dress or hairstyles.
- Not to wear "wire thin, rounded jelly bracelets" also known as known in some school districts as "sex bracelets".
- Not to wear flannel "pants".
- Not to wear sloppy clothes, "grubby" clothes or clothing that does not fit appropriately.
- Not to wear writing, logos, or slogans of secular bands, television shows, movies, or activities that do not support the Christian lifestyle, or characters such as Pokeman, Harry Potter, Bart Simpson, WWF wrestlers or those who are excessively violent.
- Not to wear advertisements of companies with values that run counter to modesty such as Abercrombie and Fitch (includes Hollister), Fredericks, Victoria's Secret, etc.
- Not to wear see through clothing or halter-tops or bare midriff blouses or shirts that are too short when worn with low-rise jeans (no skin should be seen when arms are raised above your head) No undergarments should be able to be seen through armholes, low rise jeans or pants or clothes openings.
- **Not to wear tight fitting or baggy clothing**, tank tops, jeans/slacks that are frayed or have holes.
- Not to wear clothing inside out, wear shoes untied, or wear a hat in the building.
- Not to wear outside clothing (coats, jackets, gloves, etc.) inside the classroom unless permitted by the classroom teacher.
- Not to have tattoos (no pretend tattoos also), brands, or other body mutilations (Leviticus 19:28 NLT) (those already in existence must be covered at all times)
- Not to wear shorts that are shorter on the thigh than your fingertips while standing with your arms at your sides.

- Not to wear tank or bare midriff tops. Sleeveless shirts must be no less than 3” across the top of the shoulder.
- Not to wear hair dyed colors other than the natural colors or unevenly colored other than natural looking highlighting.
- Not to wear clothing with words across the posterior as it draws undue attention to that area.
- Not to wear loose pant styles that lead to underwear being visible above the waistband of the pants.
- Not to wear “skinny” clothing that is tight and form fitting.
- Not to wear any shirts that are tight and form fitting or that reveal any cleavage.

### **Boys’ Specifics**

Boys are to keep hair clean, neat and evenly trimmed, cut to remain out of the eyes, and not below the top of the collar on a standard tee-shirt. They are not to have hair below the ear or have sideburns below the lower edge of the ear. Boys are allowed to have minimal facial hair up to ½ inch as long as it is well groomed and neat in appearance.

Boys are not to have braids, mohawks or a tail in their hair and no extreme styles, dye, spikes, bobby pins, barrettes, or effeminate styles will be allowed. They are not to wear nail polish, earrings, make-up, or feminine clothing. Hair that does not meet VCA guidelines is to be corrected within 2 days of a dress code violation or another dress code violation will be given.

**Boys are not to wear loose pant styles that lead to underwear being visible above the waistband of the pants.**

### **Girls’ Specifics**

Girls are to keep hair clean, well groomed, and away from the eyes. They may wear skorts (scooters in PK-3 grade only), shorts, sleeveless tops, skirts, dresses and sundresses. Sundresses, dresses and skirts are to be no shorter than 2” above the knees. **Skorts (scooters) for PK-3<sup>th</sup> grade are to be no shorter than 3” above the knee (skorts are not allowed for the 4-12 grade students).** All girls are not to wear dresses or skirts with slits that go higher than 3” above the knee. They are to wear appropriate foundation garments.

Leggings/ Spandex may be worn under appropriate fitting and length clothing (clothing no higher than 2 inches above the knee). Girls are not to have body piercing (except ear piercing, if desired), and no excessive make-up. PK through 5<sup>th</sup> grade may not wear any make-up. **Girls are not to wear spaghetti straps, tank, tube, halter, V or scoop necks where cleavage shows or bare midriff tops.**

**Girls and Boys are not to wear “skinny” clothing that are tight and form fitting. Girls are not to wear any shirts that are tight and form fitting or that reveals any cleavage anytime throughout the school day.**