

TRINITY CHRISTIAN SCHOOL



ATHLETIC HANDBOOK

8817 HIGHWAY 54 WEST
SHARPSBURG, GA 30277
770-251-6770 OR 770-683-1307
WWW.TCSLIONS.ORG

"PREPARING STUDENTS FOR LIFE: NATURAL, SPIRITUAL, AND ETERNAL"

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Athletic Mission

The Trinity Christian School Athletic Department is a team of God-gifted student athletes, coaches, and parents dedicated to the development of character and skill in a variety of athletic endeavors. We are committed to providing a quality program in a competitive environment while insuring a balance of academic, social, and spiritual life. We must communicate great expectations, provide great instruction, emphasize great fundamentals, and demand great effort. We will build champions for God, family, and country. **“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” (Colossians 3:23)**

Athletic Purpose

Trinity Christian School is committed to developing and maintaining an outstanding, Christ-honoring, Bible-centered, comprehensive, competitive, college preparatory athletic program. It is for this reason that Trinity Christian School offers a program of interscholastic sports designed to:

- Glorify God with the physical talents and abilities for which He has blessed us with.
- Provide a unifying activity open to the entire school and community through participation as team members or as spectators.
- Assist in the development of relationships with other schools and communities.
- Provide a vehicle for personal growth and development among students.
- Contribute to the development of school spirit.

Athletic Objectives

At Trinity Christian School, athletic excellence shall include the following personal benefits:

- Provide personal enjoyment and a sense of accomplishment.
- Develop the concept of teamwork and an understanding of subordinating personal desires in the interest of a productive cooperative effort.
- Test capabilities and help determine limits of physical ability and endurance.
- Develop self-esteem and the ability to deal with adversity.
- Develop control of emotions in tense situations.
- Develop the ability to handle success and cope with failure.
- Provide an understanding of the importance of thorough knowledge of fundamentals in any endeavor and the value of proper preparation for effective performance.
- Develop an understanding of the lessons that can be learned from mistakes while striving for excellence.

Athletic Guidelines

The TCS Athletic Handbook's purpose is to provide guidelines and information for all parties involved. The Athletic handbook cannot possibly address every specific circumstance. Should an unaddressed issue arrive, the Athletic Director and administration has the authority to make changes and/or corrections as needed.

Description of TCS Athletic Program Affiliation:

- TCS is a member of GISA for JV and Varsity Sports.
- TCS is affiliated with the middle school league – GICAA.

Programs Offered

- Middle School (grades 6-8)

At the middle school level our desire is to provide quality instruction in beginning the early development of the athletes' talents. This instruction is fulfilled through teaching fundamental skills, developing character traits such as persistence, dependability, dedication, self-control, and teamwork, and emphasizing the active participation of each athlete. All student-athletes who are actively involved, such as attending all practices, will be given adequate playing time, at the coaches' discretion. **This does not mean equal playing time, but coaches are encouraged to play everyone.**

Girls

Fall: Volleyball, Cross Country, Cheerleading, Softball, Sporting Clay (8th Grade Only at Coaches Discretion)

Winter: Basketball, Cheerleading, Swimming

Spring: Soccer, Lacrosse, Track and Field

Boys

Fall: Football, Cross Country, Sporting Clay (8th Grade Only at Coaches Discretion)

Winter: Basketball, Swimming

Spring: Baseball, Soccer, Lacrosse, Track and Field

- High School (grades 9-12)

At the JV level of development of skills and traits, more emphasis will be placed on the development of the individual athlete and team success. Coaches are encouraged to play everyone in most games. However, circumstances may prohibit them from doing so, such as the athlete's individual ability, poor or negative attitude, and/or lack of commitment to the team. At the Varsity level, we desire to further develop character, athletic skills, teamwork, and sportsmanship as we strive to field high quality and competitive teams in all sports. Emphasis is placed more on winning, as playing time is not guaranteed at this level.

Girls

Fall: Volleyball, Cross Country, Cheerleading, Softball, Sporting Clay
Winter: Basketball, Cheerleading, Swimming
Spring: Soccer, Golf, Tennis, Track and Field

Boys

Fall: Football, Cross Country, Sporting Clay,
Winter: Basketball, Swimming
Spring: Baseball, Soccer, Golf, Track and Field, Tennis

Athletic Expectations

Students, parents, coaches and fans are to demonstrate Christian principles in all circumstances. It is expected that everyone associated with Trinity Christian School athletics will support and encourage our players as well as one another. We cheer for Trinity Christian School and not against the other teams. Our student-athletes are expected to try their very best to have an appropriate Christian attitude at all times. They are expected to behave in a Christ-centered manner at school, at home and on the playing field. They are expected to be champions for Christ and positive role models to their peers and siblings. Coaches, players, parents and fans represent Jesus Christ and Trinity Christian School to the other teams. God's people have a responsibility to witness at all times. Athletics is a great platform for impacting the culture for Christ. We must be gracious in victory and defeat and model behavior that exemplifies Jesus Christ at all times.

Athletic Competition

Trinity Christian School coaches are committed to teaching Christ-honoring character traits and habits. In order to develop and foster teamwork, unity, honesty and integrity, they teach and guide with respect to create a Christ-centered learning environment. We will make every effort to balance the developmental needs of each player and the desire to compete at the highest level. We will play every game/match/event to win with integrity and honesty.

Organizational Structure

- Pastor of Trinity Fellowship Church – responsible for policy and supervision of the entire ministry.
- Headmaster – oversees the total school program, which includes athletics and extra-curricular activities.
- Athletic Director – administrates and supervises the athletic program
- Assistant Athletic Director – assists athletic director with operations of the athletic program.
- Head Coaches – oversees the entire program of his/her sport, including instruction; aiding the JV and MS level coaches with development, practices, systems of play, etc.

- Assistant Coaches – assists and supports the head coaches in the implementation of their programs in practices, games, etc.

Selection of Certified Coaches

TCS will hire and retain coaches at all levels based on the following criteria:

- They must agree with and uphold the philosophy of TCS and the athletic program.
- They must be the best qualified, knowledgeable and experienced person available.
- All non-staff coaches (including parent coaches) must meet the following requirements:
 - Approval of Athletic Director.
 - Complete a background check each year.

Coaching Responsibilities

- Schedules are to be submitted to the A.D., and the athletic assistants, so that each game/match can be contracted in a timely manner. Game contracts will be kept in the Athletic Office. Any changes to the schedule must be submitted to the A.D. for approval. Updated schedule information may be viewed on the website, www.tcslions.org.
- Coaches are responsible for staying with students after practices and games until all players have been picked up.
- Physicals and emergency forms must be on file in the Athletic office before a student may participate in practices/tryouts or games. The coaches will have a copy of the emergency forms for each player with them at all times.
- Varsity head coaches are required to submit team rosters for each team in their program to the Athletic office prior to the first game/match so that we can insure eligibility of all athletes. Rosters are to be updated when there are changes made to them.
- All purchases are to be submitted to the Athletic Director prior to the order being placed. Unauthorized purchases may be subject to nonpayment and will become your personal responsibility.
- All fundraisers must be approved by the Athletic Director.
- Coaches need to regularly monitor the status of their budget through the A.D. to insure that they know what is available for their program.
- Coaches must provide a complete practice schedule to the A.D. at the beginning of the season. Varsity head coaches are responsible for being familiar with requirements, deadlines, rules and regulations published in the GISA manual. Coaches not attending the annual required rules clinics will be responsible for the fine imposed by GISA.
- Coaches are responsible to secure all facilities at the end of practice/game if they are the last scheduled event for that facility.
- Coaches are responsible for the distribution of uniforms before the season begins and the collection of uniforms during the week following the season.
- Equipment/team seats/scorebooks, etc. are the responsibility of each coach. Players need to be considerate when removing/returning equipment and are responsible to clean up at the end of practices and games, when needed.
- Christ-honoring sportsmanship from everyone who represents Trinity Christian School is expected. If need be, the coach, athletic director, game administrator, or other Trinity

administrators will speak to anyone in the crowd about the importance of modeling Christian behavior.

Game Schedules

Game schedules will be published prior to the start of every season. Some changes will occur from time to time, however, we will try to avoid changing games, and we will make every effort to keep parents and players informed of all changes as soon as possible. Changes will be updated regularly on the website www.tcsions.org.

Directions to Away Games Directions are available on the website at <http://www.tcsions.org/>.

Sports Awards

Coaches are encouraged to have an end of the season sport event for their teams. There are no middle school sport banquets. Awards will be provided for high school teams by the athletic program.

Use of Athletic Facilities

- The in-season sport has priority for the use of athletic facilities.
- All events and facility usage must be submitted for approval through the Athletic Director's office.
- Coaches do not have authorization to schedule, rent, loan, or otherwise provide TCS facilities to others.
- Students are not permitted to use any facility without direct supervision from a school employee and permission from the head coach.
- Outdoor facilities are restricted from use after dark. Lighting systems are not to be turned on without prior approval.
- Facilities, including the weight room, are not to be used by students or anyone not affiliated with TCS without direct supervision by authorized personnel.
- Any damage to facilities or equipment should be reported to the head coach and A.D. as soon as possible.
- All equipment and facilities will be handled with respect.
- No street shoes or black-soled shoes should be on the gym floor.
- All equipment should be returned to the proper storage area after use.
- Uniforms are to receive proper care. Any damage or loss of uniform is the responsibility of the athlete to whom it was issued.

Locker Room Conduct

- Locker and team rooms are to be left clean after each practice session.
- There will be no horseplay in the locker or team rooms at any time.
- All personal items are the responsibility of the individual athlete. Valuables should be kept locked up in the lockers. The school will not be held responsible for valuables left in the locker or team rooms at any time.

Weight Room Usage

The weight room is available for student use only when there is a supervising coach instructing at the time. No student-athlete should be in the weight room unsupervised. 10 Horseplay will not be allowed in the weight room. Such behavior could result in denied access to weights for a period of time determined by the supervising coach.

Participation Fee, Physical Examinations and Insurance

- An athletic participation fee may be assessed to each athlete per sport. This fee is due after an athlete makes a team and before he/she participates in a game. These fees are necessary to help defray the rising cost of game officials and the upkeep of uniforms and equipment.
- Primary insurance coverage for an athlete is the responsibility of the parent or guardian. The school will only provide limited secondary coverage. No student or athlete will be permitted to participate in practice sessions or in athletic contests until there is a current Physical Form on file with the Athletic Director. This should be signed by a medical doctor confirming that the student has passed a physical examination. The form can be downloaded from <http://www.tcslions.org/>. All physicals have to be updated on a yearly basis to be current and accepted.
- Athletic sports physicals are valid for one calendar year upon the dated signature of the physician.

Student Eligibility

Trinity Christian School is a member of the following leagues, GISA (HS), and GICAA (MS). Questions pertaining to GISA/ GICAA rules and regulations can be asked of the Athletic Director. Answers can be found in an updated GISA/ GICAA handbook, which can be found at the GISA website, www.gisa-schools.org and the GICAA website <http://www.giccasports.com/>

New Students

Trinity Christian School will make every effort to maintain and foster a fair and appropriate opportunity for every student to participate in the athletic program.

Attendance

- Students must be in attendance for at least half of the school day, or have the Athletic Director's permission in order to practice or participate in a contest.
- Students are expected to be at all practices and games.

Suspensions

Any student receiving an out-of-school suspension will not be allowed to participate for each day of the suspension.

Selection of Teams and Squads

Each year all eligible students will be given an equal opportunity to participate in all athletic programs. This may require supplemental try-outs on an individual basis. The supplemental try-outs are at the sole discretion of the coach and A.D. The reason for this is to fulfill our athletic mission statement. Academically eligible students will be selected based on attitude and talent. The number of players on a team will be large enough to form a strong competitive team, but not so large as to deter from the individual attention of each player.

Cheerleading

- Selection of middle school and varsity cheerleaders will take place in the spring for the upcoming year.
- A panel of judges, pre-selected by the head cheerleading sponsor, will make selections for the squad.
- After a try-out session with the judges, selection will be based on cheering ability, appearance, enthusiasm, teacher evaluations, and ability to work with a team.

Teams

- All try-outs will have the same eligibility standards. Teams are selected by the coaching staff or appointed judges who will determine the skill criteria necessary for that particular sport.
- After a set try-out period, the selection of players will be made.
- Team selections will be posted at the coach's discretion.

No parent is allowed to help with try-outs unless that parent is an approved TCS non-staff coach in that particular sport. General Policy: A cut from an athletic team can be a critical time in a young person's life. Knowing this, coaches and judges think and pray carefully before a decision is made. Trusting the wisdom that God gives, choices are made to the best of their ability. This is a great opportunity for parent and coaches to work as a team in teaching a few of "life's lessons."

Uniforms

School team uniforms will be distributed at the beginning of the season. The coaches are responsible for distributing and collecting team uniforms. It is the responsibility of the player to:

- Take proper care of the uniform.
- To have the uniform ready for games.
- To keep uniform tops tucked in before, during and after games.
- To clean and return uniforms after the season.
- To pay for the cost of any uniform he/she loses.

Practice

- Practices are important to each team or squad's success and, because of limited practice times for TCS teams, the times scheduled have great significance.
- Attendance at practices is a requirement for participation in TCS athletics. Players should not be absent from practice without prior permission from the coach or in case of illness. The individual coach will address unexcused absences.
- A player must notify his/her coach when he/she is absent from school and will miss a practice. ♦ Information about games, practice times, and travel schedules can be obtained from the school's website www.tcsions.org.
- Emails will also be sent on a regular basis with all game information

Practices/Camps during Holidays and Summer Breaks

- Any team camps will be submitted to the athletic director and camp dates will be published as soon as possible.
- Team camps and summer leagues for varsity sports are not required. Camps for all sports will be at the coach's discretion with approval from the Athletic Director regarding dates and locations. Scheduling consideration will be given to multi-sport athletes involved in other activities.

Early Dismissal

Students are responsible for all work missed due to early dismissals for athletic contests. When a student-athlete knows he/she will miss a class for competition, it is strongly recommended that class and homework be obtained in advance. An administrative assistant will dismiss students released early from school at the time(s) specified by the athletic director. Coaches are not to communicate time changes to the administrative assistant, but rather to the Athletic Director.

Multi-Sport Athletes

Coaches at TCS will encourage athletes to participate in multiple sports throughout the year. The A.D. will not permit coaches to suggest to players that they specialize in one sport to the exclusion of others. High school is a time when trying different sports should be encouraged. **Any athlete who is participating on or quits a TCS Athletic team will not be allowed to practice, play, or participate with any other TCS team, with the Athletic Director's approval, until the team's regular and post-season play is completed.**

Spectators

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or on the courts before, during, or after an athletic contest. The game administrator and the Athletic Director, as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Only administrative personnel, or those designated by TCS, may be on the sidelines.

Administrative Supervision

All home athletic events will have a TCS game supervisor on duty. Duties include, but are not limited to, providing safe crowd control, contacting appropriate personnel in case of emergency, and dealing with facility issues. The administrator will assist the A.D. and staff in keeping spectators off the playing field/sideline areas and courts.

Supervision of Student Athletes in Gym/Playing Field Areas

- Students will not be permitted to enter the gym/playing field without an assigned coach's supervision.
- Students found in the gym/playing fields unattended will be asked to leave until the supervising coach arrives.
- Coaches will instruct student athletes not to enter the gym when unsupervised.
- If a coach is to be late for practice or pre-game, he/she must arrange adequate adult supervision until their arrival.
- Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

Transportation

When leaving during school hours for an athletic event, the Athletic Director and Athletic Assistant will arrange transportation for the athletes. It is the duty of the Head Coach to communicate the transportation plans to the athletes and their parents in a timely manner. The parents will be responsible for transportation to and from sports events that are within the surrounding area. Directions to athletic contests will be provided on the school website. Parents should arrange for pick-up of their children in a timely fashion after games and practices. Coaches may not leave athletes unsupervised, whether on TCS campus or any away site, until all students have been picked up.

Financial Policies- Coaching Staff

Athletic Fees

- It is the coach's responsibility to communicate the athletic fee policy clearly to all athletes and their parents before athletes are placed on a team.
- Athletic fees are payable to Trinity Christian School and can be paid in either the school office or on-line using FACTs.

Payments

- Payments from athletes for, tournaments, or any other related to the sport will be paid through FACTs.

Budget/Purchases

- Each sport has a budget which is established by the Athletic Director and TCS School Board.
- Items not included in budget must receive approval by the Athletic Director prior to the expenditure taking place. Depending on the purchase amount, school board approval may be required.
- Request for funds must be approved by the Athletic Director before reimbursement/disbursement from the Business Office. Forms are available in either school office.

Coaching Stipend

- Each sport has a budget for Coaching Stipends. The Athletic Director requests these payments from the Business Office at the conclusion of the season, after all equipment and uniforms have been turned in to the Athletic Office.
- Stipend amounts greater than \$600 for non-TCS staff are subject to self-employment taxes. The appropriate tax forms will be created for any individual receiving \$600 or more from TCS for coaching activities in a given calendar year.