

The Portsmouth Christian Upper School Athletic Handbook

The purpose of this handbook is to insure cohesiveness and order in the athletic program of Portsmouth Christian School. Reference to its content will answer all questions, except the most unusual, related to the program. It is dedicated to the goal of providing a program in which our athletes develop both physically and spiritually. It is our desire that our athletic program be one characterized by the following statement.

Pursuing Athletic Excellence Developing Christian Character

Membership and Affiliation

Portsmouth Christian School maintains full membership in the Virginia Independent School Athletic Association and the Metro Athletic Conference.. As such we will function under the guidelines provided by the VISAA and the Metro Conference.

Eligibility Requirements

Portsmouth Christian School follows the eligibility requirements of the VISAA which state: “The student athlete must maintain a cumulative 2.0 grade point average on a 4.0 un-weighted scale. In addition to these, students must meet the academic guidelines of Portsmouth Christian School which include: The student must maintain a cumulative grade point average of 2.0 and may have no more than one failing grade (F) in any subject on their report card.

Suspension From Participation

A student who does not meet eligibility requirements as described above will be suspended from participation in athletics until the grade averages are acceptably raised. If a student’s GPA falls below the mandated 2.0 at the end of a nine weeks or semester, that student will not be allowed to participate. A student losing eligibility for academic failure may regain eligibility status at progress report time, if all academic requirements are met. Failure by any student to adhere to the provisions of the Athletic Handbook may be grounds for suspension from participation as determined by the school’s administration.

Absences

Students must be in school for at least 4 periods to participate in practices or games that day, unless arrangements have been made with the administration.

Early Release

Because of travel, it is sometimes necessary for teams to leave school prior to normal dismissal times. It is the responsibility of the student/athlete to arrange with teachers to make up any missed work.

Attire

Student/athletes are expected to dress appropriately while traveling to and from athletic events. Each coach will determine appropriate dress for the team in conformity with school policy.

Transportation

Students must travel to and from athletic events on PCS transportation when it's provided. Exceptions may be made at the discretion of the coach or athletic director. These include riding home with parents after away events.

Electronic Devices

Athletes may not use electronic devices while traveling with their teams. This includes CD/Tape players, radios iPods, MP3 players and Game Boys, etc. Athletes may not use these devices while inside school facilities at either home or away games. With the coach's permission, cell phones may be used for communication purposes only.

Uniforms

The athletic department will purchase all team uniforms and collect all uniforms at the conclusion of each season. Athletes are responsible to take proper care of uniforms and return them in good condition. Lost or damaged uniforms must be replaced by the athlete. Uniforms are to be worn only for games.

Statement of Commitment

All PCS athletes and their parents will be required to read and sign a statement of commitment. The purpose of this form is to insure that all athletes and their parents have considered the level of commitment PCS requires of its athletes. While considering this document parents and athletes should discuss all of its facets. These include:

1. Practice and game attendance
2. Required physical
3. Effort and attitude
4. Injury and playing-time issues
5. School behavior
6. Eligibility and attendance requirements
7. Uniform maintenance
8. Penalties for quitting a team

Participation Fees

The following one time fees will be charged for athletic participation:

Varsity Football \$175.00

JV Football \$175.00

All Other Sports \$75.00

The Portsmouth Christian Coach

Because we believe one of the most influential people in a high school athlete's life is often his or her coach, it is our intent to carefully select excellent coaches. Our desire is to have a "program building coach" leading each of our sports programs. A program building coach is a self-starter, is highly motivated and has a passion for and excellent knowledge of his or her particular sport. Coaches will be selected by the athletic director with approval of the administration. The following are the basic requirements for all PCS coaches:

Guidelines For Coaches

1. Coaches will attend all practices and games. If unable to attend, the athletic director must be informed in advance and a suitable substitute provided.
2. Coaches are to dress in appropriate attire for practices and games. Practice attire will allow the coach to participate, as needed, to teach and demonstrate. Game attire should be in keeping with a professional appearance in the particular sport.
3. Coaches are to handle all discipline themselves when possible. The athletic director should be notified if: a) parents are contacted by the coach due to a discipline situation, b) a coach is considering suspending a player from a team.
4. Coaches are to notify the athletic director when any injury occurs that requires medical attention.
5. The coach should notify the player's parents if an injury occurs that may require medical attention.
6. Coaches are to notify the athletic director if technical fouls, cardings or ejections occur in any game.
7. Coaches are to enforce all general PCS athletic department guidelines and may supplement these with specific rules for their team. Copies of additional rules must be on file with the athletic director.
8. Coaches are responsible for the distribution, collection and proper storage of all uniforms. A list of all uniforms must be developed and filed with the athletic director.
9. Each coach is to plan a regular team devotional time. (at least one per week)
Coaches are encouraged to lead devotions themselves, though team members may be used. Coaches are also encouraged to use "teachable moments" to encourage spiritual growth.

10. The athletic director will arrange all transportation to away games. Coaches are to supervise players on away trips and make sure that all vehicles are cared for and cleaned upon return.
11. School vehicles will normally be ready for use. If it is necessary for a coach to purchase gas, a receipt should be turned in for reimbursement.
12. All vehicle keys must be returned to the athletic director immediately upon return.
13. Coaches may not make purchases without prior approval from the athletic director.

Rules For All Teams

The following rules shall be followed by all PCS teams. Coaches may supplement these with additional rules. A copy of all team rules must be on file with the athletic director and written team rules must be provided to each player and to all parents.

1. All players are required to attend all practices and games unless given prior permission to miss by their coach.
2. Missing a practice or game without prior permission may result in removal from the team. Repeated offenses will result in removal from the team.
3. Players will make up excused missed practices and games in a way to be determined by each coach. (i.e. running laps for missing a practice, or sitting out for part of an upcoming game)
4. Players are to be on time for practices, games and team meetings. Coaches are to penalize tardiness.
5. Players are to attend all end-of-the-year team activities. Players who do not attend may forfeit individual awards.
6. Players must maintain academic and behavior eligibility as outlined in this handbook.
7. Players are to follow team dress standards as established by each coach.
8. Players are responsible for the proper care and return of uniforms. Players will be charged for damaged or lost items.
9. Players who quit after accepting a spot on a team, without the approval of the coach and athletic director, will not be eligible to participate in a PCS sport during the following season or to participate the next year in the sport they quit.
10. If a player is required to miss practices or games because of a doctor's instructions, a note from the doctor is required prior to his/her return.
11. If a player needs to get academic help after school at a time which would make him/her late to practice, he/she must get prior permission from the coach.
12. Missing practice because of detentions will result in disciplinary action as determined by each coach.

Scheduling and Practice Guidelines

1. All scheduling will be done by the athletic director. Varsity coaches will be given the opportunity to have input into scheduling for their sport. Priority will be given to schedule contests with schools having quality programs that are located in our geographic area.
2. Practices will be scheduled by each coach. The athletic director will work with coaches to schedule practices when limited facilities are shared by several teams.
3. Practices are not to exceed 2 hours. Wednesday practices must end by 4:50 p.m.
4. Coaches are responsible for players at all practices and games and must not leave until all players have been picked up.

Facilities and Equipment

1. General repair and upkeep of both indoor and outdoor facilities will be provided by the school. Coaches are expected to work with the athletic director to prepare and maintain facilities.
2. Coaches are encouraged to have team members participate in facility maintenance, set-up and take-down.
3. Coaches and team members should always leave both home and away facilities clean.
4. Coaches are to make sure facilities are properly secured prior to leaving the area. This includes turning off lights and locking doors.
5. All equipment will be purchased by the athletic department. Coaches should keep the athletic director informed of all equipment needs.
6. All equipment should be properly secured after usage.
7. Athletic equipment should not be loaned to outside groups without the permission of the athletic director and may not be taken off campus.

Facilities Use Policy

The athletic facilities of Portsmouth Christian School are intended to meet the physical education and athletic needs of our students and school families. Use of the facilities will be prioritized as follows:

1. PCS physical education program
2. PCS athletic program
3. PCS extended family (i.e. faculty, staff)
4. General community use

The following will apply to all facility usage:

1. Physical education classes must be supervised by an approved adult at all times.
2. Athletic teams must be supervised by an approved adult at all times.

3. Use of all facilities, other than for physical education classes, will be scheduled by the athletic director.
4. If the facility is used by an outside group, an approved adult must be designated by the athletic director to oversee all activities.
5. Outside groups who use the facilities must provide their own equipment unless prior arrangements have been made to use PCS equipment.
6. Proper shoes must be worn during use of facilities.
7. All outside groups are subject to a rental fee as determined by the school administration and must comply with the schools general use policy.

Home Events Supervision – Critical Situations Policy

1. The athletic director will administrate all home events or designate another staff member to do so in his absence.
2. Basic set-up for home events will be arranged by the athletic director with the assistance of the coach and maintenance staff.
3. The administrator in charge of an event will secure the facility prior to leaving.
4. In case of an emergency the following will occur:
 - a. Professional medical advice will be sought from among spectators.
 - b. The administrator on duty will work with coaches and parents to determine if emergency assistance should be called.
 - c. Emergency assistance will be called if any doubt exists as to the seriousness of the injury.
 - d. The administrator will stay in the vicinity of the injured player and designate others to make necessary calls.
 - e. The administrator will designate an adult to accompany the injured player to the hospital if the player's parents are not in attendance.
 - f. Immediate effort will be made by the administrator to contact the parents of the injured player.
 - g. The administrator will work with the family to coordinate any help they may need to provide for other children or to notify family members.
 - h. Coaches will continue involvement in injury situations via phone or by going to the hospital when the game is concluded and his team responsibilities have been met.

Athletic Awards

There will not be a major emphasis on individual awards at PCS. This is based on our commitment to emphasizing the concept of the team as opposed to the individual. The following awards will be given each season:

JV Team Awards

Each JV athlete will receive a certificate of participation. In addition each coach will select and present the following trophies: Most Improved Player, Coach's Award

Varsity Team Awards

Each varsity athlete will receive a varsity letter upon completing his/her first year of varsity participation. At the conclusion of each additional season of varsity participation the appropriate pin or bar will be presented.

Each varsity coach will select and present plaques for the following: Most Improved Player, Most Valuable Player Award, Coach's Award, Best Defense. Coaches may substitute award titles with the athletic director's approval. All JV and Varsity awards will be presented at an awards night. The awards night program will include light refreshments provided by parents and the PCS Booster Club.

The athletic director will arrange for all awards to be prepared and available for presentation.

Award Definitions

Most Valuable Player – This award, while based heavily on statistical performance, should also reflect the player's positive traits such as hard work, leadership and commitment to his/her teammates.

Coach's Award – This award may be defined and used by each coach to recognize any particular trait that he/she wants to see developed in his/her players.

Most Improved Player – This award should recognize improvement in skills related to the particular sport and to the understanding of the sport.

Best Defense – This award should recognize the hard work and sacrifice that is required to play good defense.

Athletic Funding

The PCS Athletic Booster Club provides funds for the general operation of the athletic program. These funds are generated by many sources including, the sale of advertising, student participation fees, some concession revenues and occasional fund raisers. Additional funding for budgeted items including transportation, officials and tournament entry fees will be generated through admissions and concessions by Portsmouth Christian School.

Admission Policy For Home Events

PCS teachers, staff and their spouses will be admitted free to all home events. (Excludes state series games and conference tournaments)

Admission will be charged to all adults and students. Admission prices will be published prior to the beginning of each school year.

Concessions

Concessions will be available at most home events. The athletic director will work with the Booster Club to arrange for the purchase and sale of concession items and for staffing the concession area.

Athletic Booster Club

The athletic director will work with selected parents to organize and maintain an Athletic Booster Club. The purpose of this organization will be to support and encourage the coaches and athletes of PCS. All Booster Club activities must be approved by the administration and coordinated with the school calendar.

Team Pictures

The athletic director will schedule a picture day during each sports season. Information about picture day and an opportunity to purchase pictures will be provided to each family.

Sportsmanship

Good sportsmanship is at the top of our list of priorities at Portsmouth Christian School. This would be true, even if we were not a Christian school. But as a Christian school, it is even more important for us to maintain excellent sportsmanship. This commitment brings us back to our basic emphasis of “Pursuing athletic excellence – Developing Christian character.” It is proper to want to excel, but we must always remember that the development and demonstration of Christian character is an even higher calling. The following Athletic Creed is something we must all consider and work toward.

Athletes will:

Respect parents, coaches, teammates, officials and opponents

Personify commitment and a positive attitude

Represent their school with honor and pride

Parents will:

Support the team and coaches in public and address concerns in private

Encourage 100% individual effort and 100% team loyalty

Provide positive reinforcement to all athletes

Coaches will:

Inspire their athletes by personal example both on and off the field or court

Teach athletes to play hard, but to win or lose with equal grace

Treat all people with dignity and respect

With this Athletic Creed in mind the following should be considered when it is necessary to deal with any conflict situation in the PCS athletic program.

1. Commit the situation to personal prayer, seeking God's direction in dealing with it.
2. Go directly to the person involved. Go with the proper spirit, seeking mutual resolution to the conflict. This is a scriptural mandate. (Matthew 18: 15-17)
3. If resolution does not occur, take your concerns to the next level.
4. Resist the natural temptation to talk to other people about the situation. This often falls under the scriptural warning to avoid stirring up of dissension. (Proverbs 16:16-19)

Resolution will occur most readily when all parties involved are committed to the following:

1. Being willing to yield
2. Being open to reason
3. Not abandoning personal principles

Guidelines For Portsmouth Christian Coaches

Coaches must work to develop a program that brings glory to God not men, and that keeps athletics in proper perspective. We value athletics but our commitment is to “do all things to the glory of God.” We must strive at all times to be the best we are capable of being.

We are not ashamed of wanting to win. Christians should lead the way in all areas of life.

We are not ashamed of losing, if we gave our best effort. Giving less than our best is unacceptable.

We must model Christ-like behavior and demonstrate mature judgment at all times. Coaches have the unique opportunity to demonstrate a Biblical worldview while in the arena of competition.

Coaches must be thoroughly knowledgeable in their chosen sport and able to impart this knowledge to their athletes.

Coaches must organize and run a disciplined program.

Coaches must be able to motivate athletes to work hard. Our goal is to develop athletes who are diligent in preparation, relentless in effort, disciplined in execution, self-controlled in action, respectful to all, and humble in spirit, without regard to opponent or score.

Coaches must work to develop relationships and build our fan base.

Coaches must be ambassadors of our program to the community.

Coaches must take a sincere interest in the spiritual, academic and social growth of athletes.

Coaches must be willing to organize and lead our athletes in off-season conditioning and skill development.

STATEMENT OF COMMITMENT

I, _____, as a member of a Portsmouth Christian athletic team, do agree to abide by the following rules and standards of conduct. I realize that athletic involvement is a privilege, and not a right, and carries with it responsibilities. I further acknowledge that there will be consequences for misconduct or not fulfilling my commitment.

- A. I agree to attend and be on time for all practices, meetings, and games. This includes awards programs, team parties, team pictures, and all other team functions. Though I may have outside activities, I will not allow them to interfere with my PCS commitment.
- B. I agree to provide a current physical prior to the beginning of tryouts for a team.
- C. I agree to personally gain prior permission from my coach if extenuating circumstances arise where I must be late or miss a team function. (i.e. academic help, family emergency, etc.)
- D. I agree to give 100% effort during practices and in games.
- E. I agree to inform my coach of an illness or injury that I feel may affect my ability to participate fully. I recognize that lack of practice due to an injury may limit my playing time and that I am still responsible to attend practices and games when injured unless excused by my coach. I understand that if excused from practices or games by a physician, I must supply a physician's written release to resume participation.
- F. I agree to keep an attitude of encouragement towards my teammates in every situation.
- G. I agree to refrain from smoking, drinking, and profanity anytime and anywhere. According to scriptural mandate to flee from even the appearance of evil, I agree to avoid situations (parties, informal gatherings, etc.) where alcohol and drugs may be present.
- H. I realize that being late due to a detention will not be tolerated, and I will avoid actions/attitudes that may lead to detention.
- I. I agree to maintain my academic eligibility as outlined in the Student and Athletic Handbooks and to inform my coach of any academic problems that I may encounter, such as: term paper due or upcoming tests, which may necessitate help in managing my time properly or include tutoring.
- J. I agree to take care of any uniforms or equipment that may be issued to me and will return them when I am asked. If any damage occurs during my possession, I agree to pay for repair or replacement. I agree to not use any school issued equipment for any outside activities unless approved by my head coach and/or the Athletic Director.
- K. I agree to remember who I represent as I wear the name PORTSMOUTH CHRISTIAN / PATRIOTS on my uniform.
- L. I understand if I am not in school attendance for 4 periods, I will not be allowed to participate, unless arrangements have been made with the administration.
- M. I understand that if I break my commitment to my teammates, coaches, and PCS by quitting a team, my participation on PCS teams will be restricted as outlined in the Athletic Handbook.

I have read and understand the Portsmouth Christian School Athletic Handbook. In signing this document, I agree to do my best to abide by its guidelines.

Student-Athlete Signature

Date

Parent Signature

Date