

Troy Christian Schools

Coaches Handbook



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All Coaches and volunteers should adhere to the OHSAA bylaws and guidelines.

Philosophy of Christian Coaching

Troy Christian Schools' philosophy of coaching is grounded in three main principles of Christian athletics.

First, **the Christian coach views athletics as a ministry.** The Christian coach is sensitive to the leading of the Holy Spirit and prays for their athletes to develop a deeper desire for the things of Christ. The Christian coach also understands the great opportunity for active ministry as opponents, fans and community are watching to see if there is a difference in the Christian athlete. Christian coaches are to be used for God's work in the lives of the athletes of whom they have been entrusted. They are ambassadors for Christ in our athletic community.

Second, **the Christian coach views athletics as an arena for teaching the principles of God's Word.** Athletes are confronted with many types of situations that run parallel to life situations. These situations become perfect opportunities for teaching biblical principles. It is the job of the Christian coach to biblically direct athletes to build Christ-like character qualities and to encourage the athletes to express these qualities openly through the medium of athletics. The Christian coach is to primarily build eternal values in our athletes and, therefore, need to stress attitudes and actions in relation to God's Word. Athletics is a microcosm of life. Athletics is life in miniature and the Christian coach is the leader.

Finally, **the Christian coach understands the importance of winning from God's perspective.** Coaches spend many hours thinking of ways to help their team win games, but the Christian coach anticipates winning a lot more than just games. The Christian coach understands that true victory only comes when the athletes please the Lord with their effort, attitudes and actions. *Now they do it to obtain a corruptible crown, but we an incorruptible.* (1 Corinthians 9:25) Examples of victory to the Christian coach include athletes demonstrating the fruit of the Spirit during normal and stressful situations, seeing team members develop a deep desire for the things of Christ, or having an athlete share their faith with boldness to teammates and opponents. The Christian coach wants their athletes to desire to please the Lord rather than people. *Whatever you do, do it with your whole heart as working for the Lord, not for men.* (Colossians 3:23) The Christian coach wants their athletes to catch the vision that our Lord attends every athletic event and is their primary audience.

Coaches are stewards of the many athletes of which the families have entrusted us. The Christian coach has been divinely placed as an extension of the family. It is, therefore, important for the Christian coach to be sensitive to our athletes as it relates to family and church activities. Although there are consequences for certain absences or choices, the coach always handles situations with consistency and the best interest of the athlete in mind.

Opportunities for Developing Spiritual Victories

- Conduct team devotions before each game that are aimed toward instructing athletes in their Christian service to God.
- Conduct team prayer meetings before each game.
- Encourage athletes to prepare and lead the team in devotions and prayer.
- Provide opportunities for athletes to share their personal testimonies as to what God is doing in their lives through athletics. Opportunities can include Chapel, staff devotions, before games, with other Christian schools, or at churches.
- Instruct athletes in the behavior God expects of them during team meetings and practices.
- Model personal behavior that is consistent with your teaching.
- Conduct a short team prayer after each game - win or lose. Invite the other team to join in.
- Openly admit mistakes or errors, and when a wrong has been done, seek forgiveness.
- Discipline athletes whose actions are detrimental to the spiritual objectives of the school.
- Open an athletic event with prayer by a team member, if a PA is available.
- Show care for equipment and facilities. Teach athletes to respect the things God has given us by taking care of equipment, uniforms and facilities - especially when visiting another school. An example of showing respect is to leave the locker room cleaner than it was before our use.

Participation Requirements for the Athlete

- The following forms must be on file in the Athletic Director's office before the first practice:
 - a. physical form
 - b. emergency medical form
 - c. state athletic rules
 - d. Troy Christian Schools athletic contract

It is highly recommended that all athletes have a physical prior to the beginning of the school year.
- Each coach meets with the families and athletes of their particular sport to discuss the philosophy and standards set forth in the *Athletic Handbook*. Each family must return the athletic contract signed by both athlete and parent.
- Each coach may discuss with athletes rules and procedures concerning their own particular sport. **Coaches must give a copy of the rules and procedures to the Athletic Director for approval before they are discussed with athletes or their parents.**

- The student athletic fee must be paid by the establish time for each season. This will be communicated to the parents and coaches by the athletic department.

Disciplinary Procedures

Please inform the Athletic Director of all Attitudes and Behavioral issues. Unacceptable attitudes and behaviors of the athletes should be dealt with immediately. When substance misuse or abuse occurs it is dealt with in accordance with the substance abuse policy in the Athletic Handbook. **If a coach becomes aware that any athlete is in violation of the Athletic Handbook or the Student Handbook, they must notify the Athletic Director immediately.** After consultation with the Athletic Director, the player's coach meets with the athlete and explains the discipline that has been decided upon. Parents are contacted either by letter or phone informing them of the circumstances and the resulting discipline. Each case is handled individually, yet consistently.

Hazing

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, **regardless of the person's willingness to participate.**

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating.

O.R.C. Section 2903.31

No person shall recklessly participate in the hazing of another.

No administrator, employee or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

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Troy Christian Schools has a zero tolerance for any type of hazing activity. Any action considered to be hazing will result in immediate disciplinary action.

Athletic Eligibility

- All high school athletes must meet the **OHSAA** requirements of passing courses totaling 5 credit hours contributing toward graduation in the grading period immediately preceding the beginning of the season.
 - Junior high athletes must pass 75% of the classes taken in the preceding grading period to be eligible.
 - All high school athletes must maintain a minimum cumulative GPA of 1.5.
 - Grades will be checked four times per quarter (after two weeks, mid-term, after seven weeks and at quarter's end). If at any one of these checks, a student has earned a 65% or lower in any one class, the athlete is declared ineligible and must attend study table. It is the teacher's responsibility to communicate the ineligibility and resulting consequences to the athlete. An Ineligibility Notification Form will be given to an ineligible athlete by the end of the school day, Wednesday. In order for an athlete to clear their ineligibility and be eligible for the following period, they must attend Study Table either Tuesday or Thursday after school from 3:15 – 4:15 at a cost of \$5 per athlete. This fee is given to the study table monitor at the time of arrival. During this time the athlete is to work on assignments from the class that has made the athlete ineligible. Upon completion of the study table, the athlete may continue to participate in the sport. The purpose of the study table is to encourage an athlete to keep up assigned work without punishing his team and coach. If the athlete continues to fail classes, they may be removed from the sport.
- If the athlete is ineligible by **OHSAA** rules, participation in the sport is not allowed for the following grading period.

Snow Day Policy

If a "snow day" or "emergency day" is called on the day of an athletic contest or practice, the following policy is in effect:

- The athletic contest or practice is considered cancelled unless the Athletic Director and Superintendent determine it is safe to continue with the contest.
- If bus transportation is required, the Athletic Director makes a decision after he communicates with those involved with transportation.
- Coaches are contacted between noon and 1PM.
- One Call messages will be activated after 1PM.

Travel to Away Contests

- A coach must always be present on the team bus to and from athletic contests.
- A coach must be the last one to leave the locker room to make sure it has been properly cleaned. Respect your opponents' facilities and take special care of them.
- All athletes are expected to respect and adhere to the state law that prohibits eating, drinking on the bus when it is moving.
- When a team bus is used, all players are to ride the bus to and from games. However, the coach may release an athlete to his parents once they have

provided the coach with written permission. Athletes may not ride with another athlete or other families.

- Coaches always have emergency medical cards in the med kits in case an athlete needs medical attention.

Management of Athletic Injuries

- All injuries must be reported to the Athletic Trainer.
- The Athletic Director shall be notified immediately if emergency medical personnel are called.
- Coaches **never** diagnose or experiment with an injury.
- Parents are contacted immediately following an injury. If parents cannot be reached, then the best possible medical attention is sought. Rely on the emergency medical authorization forms to provide the essential information you need.
- When blood or other body fluids are involved, **always** take precautions:
 - a. use gloves
 - b. wash hands immediately
 - c. disinfect the bloodied portion of the uniform or change the uniform
 - d. clean all contaminated surfaces and equipment before resuming competition.
- The UVMC Sports Medical Center provides limited service to Troy Christian athletic teams. A certified trainer is available at several contests.

The Coach's Responsibilities

General Responsibilities

- A coach is the spiritual leader of the team integrating spiritual truth and life into the program.
- Establish a devotional and prayer time with your athletes.
- Lead your athletes biblically, not by opinion or emotion. Let God's Word direct you.
- Act as a positive spokesperson for athletic and administrative policies and procedures when speaking to fellow coaches, parents, or players. We should not give the devil a foothold. We should follow God's command when disagreements occur and go only and directly to that person, deal with the situation and then leave it there. (Matthew 18:15)
- Encourage excellent stewardship in our athletes. Coaches are responsible for the condition of our athletic facilities. It is your job to see that the facility is cleaned, locked or secured after you have finished.
- Prepare the facilities prior to a practice or a game. This does not mean you do the work, but you see that the work gets done.

- Demand that your athletes use equipment wisely. Encourage the athletes to keep track of equipment and to not abuse what God has given us. You are responsible for the condition of our athletic facilities.

Equipment Room Responsibilities and Procedures

At the beginning of each season, equipment is checked out by the. A pre-season inventory form should be provided to the Athletic Director.

- Athletes are never to be in the equipment room unless authorized and supervised by Athletic Director. Coaches are not to send athletes to the equipment room on errands.
- During the season, coaches notify the Athletic Director of items that may need to be checked out and restored on a daily basis. It is the Head Coach's responsibility to properly store these items in a neat and orderly fashion.
- At the end of the season, coaches are responsible for returning all uniforms after they have been cleaned and accounted for. Return the uniforms and equipment to the Athletic Director accompanied with a post-season inventory form. Athletes who fail to turn in equipment on the requested date have seven days before they are billed for the equipment. A lien is also placed on their report card until the equipment is either returned or the fee is paid.

Certification

All coaches, assistants and volunteers for junior high through high school teams are **required** to complete the following and have the results on file in the Athletic Office:

- BCI and FBI Fingerprinting (valid 5 years)
- Pupil Activity Validation certificate (valid 3 years)
- Adult CPR certification (valid 2 years)
- Coaches Education Class (one time)

Pre-season Responsibilities

- Compile a list of rules and regulations that pertain to your specific sport for the athletes to follow. A copy must be submitted to the Athletic Director for approval **before** the rules and regulations are shared with the athletes.
- Meet with the athletes' parents to discuss sport-specific rules, the *Athletic Handbook* and contract. Coaches are responsible for collecting the contracts from each family prior to each season.
- Submit a detailed season schedule to the Athletic Office prior to the first official practice day. This schedule should include special events, parent meetings, and a summer camp proposal.
- Collect each athlete's physical form prior to the first day of practice. Physical forms are kept in the athletic office.
- Secure support staff, such as statistician, scorekeeper, bookkeeper, timer, manager, etc.

- Discuss any team cuts with the Athletic Director **before** notifying involved athletes. It is recommended that a coach meet individually with each athlete that does not make the team.

In-Season Responsibilities

- Exemplify a Christ-like character on and off the athletic field and maintain proper respect for and rapport with contest officials.
- Pray before and after each practice and game. Organize a devotional schedule and encourage athletes to share their faith.
- Notify players and managers of times and places of practices and games.
- Be on time starting practice and ending practice.
- Provide both a weekly and season schedule for practices. Ensure that parents know how they will be notified of changes to that schedule.
- Report scores to the media on the day that the contest was held.
- Discipline athletes on the team, informing the Athletic Director as soon as possible to follow disciplinary procedures.
- Ensure proper conduct of players during all practices and games.
- Ensure equipment is properly worn and is not abused at any time.
- Discourage the athletes wearing athletic equipment and clothing at unauthorized places and times and take proper action when it happens.
- Keep the players' and coaches' dressing rooms orderly.
- Be the last person to leave the locker room after games or practices and secure the building before leaving.

Post -Season Responsibilities

- Return all equipment and uniforms after they have been cleaned and accounted for. A post-season inventory list accompanies uniforms.
- Compile a list of award winners according to our awards policy in the *Athletic Handbook* (letter winners, certificates, special awards etc.)
- Attend and participate in a scheduled awards program.
- Turn in year-end statistics to the athletic office prior to the awards program.
- Submit a sport-specific needs list to the Athletic Director at the end of each season.

Summer Camp Guidelines

Coaches are encouraged to provide summer skills training for their particular sport with the following procedures and guidelines:

- Schedule and coordinate the camp through the Athletic Director. Dates for the next summer's camp are due to the Athletic Director by December 1st.
- Turn in all fees received from the camps to the athletic office. Fees are used at the discretion of the Head Coach of each specific sport. \$10.00 of this fee will be used for facility maintenance.

- Conduct all camps from June 1 thru July 31, which adheres to the *OHSAA* guidelines. Coaches are allowed only 10 contact days with athletes.

Scheduling and Reservation of Facilities

The Athletic Director confirms all schedules and games. Varsity coaches may help with potential opponents and dates for contests. Coaches arrange all scrimmages and then notify the Athletic Director. Coaches **must** check OHSAA rules concerning the number of scrimmages allowed. Please check with the athletic office if there are any questions. Reservations of the facilities must be coordinated with the Athletic Department. The Athletic Director and Head Coaches jointly coordinate practice schedules.

Fundraising Policy

All fundraising is accomplished through the direction of the Administration. Team equipment and other needs are supplied through the athletic department. Please communicate team needs to the Athletic Director.

Purchasing

ALL purchases are to be approved by the Athletic Director by completing an Equipment Request form and turning it into the athletic office. Once the request is approved, a PO number will be assigned and the coach may proceed with the order. Completed orders are then turned into the athletic office for processing.

Also, keep in mind that some of our vendors may be “Business Partners”, therefore we will give them the first option for ordering.

All team “gear” must be approved by the Athletic Director by completing an Artwork Request Form and turning in into the athletic office.

Wednesday and Sunday Play

The majority of the churches our students attend, desire to have their local body meet midweek and Sundays. Our commitment is to honor this by encouraging our students to regularly attend and to be involved in their church. Therefore, teams sponsored by Troy Christian will strive to avoid practice or games on Wednesday evenings or Sundays. Exceptions to this policy can be end of season tournament games or tournament games that have been postponed. Also, to honor Wednesday evenings for local church attendance, all practices are ended by 5:30 PM. These guidelines should be in effect year round.

COACHES PLEASE READ AND SIGN:

This sheet must be returned to the Athletic Office

I have read and agree with the Troy Christian Schools Coaches Handbook AND the Troy Christian Schools Athletic Handbook. I agree to abide by the philosophy and policies established by Troy Christian Schools, Inc.

Coach Signature

Date