



# **FAMILY ATHLETIC HANDBOOK (2023 – 2024)**

## **OUR MISSION**

**To prepare lifelong learners who impact the nations for the glory of God.**

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The Board of Trustees reserves the right to change any policy during the school year if the Board deems it necessary to improve the functioning of the school according to Scripture.

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# DESCRIPTION

The purpose of this handbook is to make both parents and players familiar with the Kingsway Christian Schools' athletic program and the expectations set forth. In order for this program to be successful, the rules of this handbook must be followed and will be enforced. It is our goal to develop the Kingsway athletic program into one of the finest Christian athletic programs in the state of Ohio.

# PHILOSOPHY OF CHRISTIAN ATHLETICS

Kingsway Christian School athletics are an integral part of the educational experience. Athletics are important but should not take the place of academic, church or family commitments. Participation in athletics allows students to build a deeper relationship with God, with teammates and coaches, and to share Christ with others.

# GOALS

The goals of the Kingsway athletics program are to:

- Represent the person of Jesus Christ in the area of athletic competition
- Teach student athletes through athletic participation to love God and love others with all their heart, soul, mind, and strength
- Teach technical skills to athletes to be able to compete at a high level
- Teach student athlete the value of teamwork, responsibility, self-discipline, dedication, determination, and self-confidence
- Enhance a student's social development and contribute to their overall mental, emotional, and physical health

# VISION

The vision for our program is reflected in our athletes, coaches, parents, and department as a whole.

- **Athletes** who genuinely have a love for God and the confidence to represent Christ at all times on and off the court/field.
- **Coaches** who love their athletes, work hard to improve team skills, and model leadership and humility to those around them.
- **Parents** who support and pray for our coaches and athletes, and volunteer time toward the improvement of our athletic program.
- **Athletic Department** that is organized, dedicated, involved, and excited about the potential successes of our athletic teams.

# PARTICIPATION REQUIREMENTS

Kingsway Christian School encourages all students to participate in athletics, if they so desire. However, in order to be considered on the official team and participate in practice, each student must have all forms completed and fees paid, be in good academic standing, and both student and parents agree to the Kingsway Athletic Code of Conduct.

## Medical

In order to participate in a sport, all medical forms must be completed in full before practices and/or games. All Forms are found at the end of this handbook. The following medical forms are required for all athletes:

- Kingsway Christian School Emergency Medical Form
- Preparticipation Physical Evaluation - Overview (signed)
- Preparticipation Physical Evaluation - Physical Examination Form

- Preparticipation Physical Evaluation - Medical Eligibility Form
- Preparticipation Physical Evaluation - Athletes with Disabilities Form (if applicable)
- Preparticipation Physical Evaluation - OHSAA Authorization Form
- Ohio Department of Health Concussion Information Sheet (read and signed)
- Sudden Cardiac Arrest and Lindsay's Law

## Athletic Fees

Each sport at Kingsway requires an athletic fee. The fee covers the cost of equipment and gas, as well as the services of the coaches, officials, and bus drivers. Students still may be required to purchase items including uniforms, shoes and personal equipment (such as shin guards or knee pads).

For each sport, the required athletic fee must be paid in full **before** a student can play a game. Fees will not be refunded if a student quits a team after the one-week grace period. The fee amounts are described below:

- Junior High sports - \$150 each student, each sport
- High School sports - \$250 each student, each sport

**NOTE:** The fee for Cheerleading and any other mixed age sport will be determined by the Athletic Director. However, the fee will not exceed \$250 per student.

## Academic

The purpose of this policy is to encourage each athlete to commit and put full effort into his/her studies. Actions in the classroom do affect actions on the court/field. The Athletic Director will communicate the ineligibility and resulting consequences first to the coach and then to the athlete.

Quarterly Eligibility:

- High school athletes must meet the Ohio High School Athletic Association (OHSAA) requirements of passing courses totaling five 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 junior high and high school athletes must also obtain a 2.0 GPA prior to the beginning of the season on their current report card. A 2.0 GPA must also be attained on their report card during the season in which they are participating. If they fall below 2.0 GPA, but are above the 1.0 GPA as outlined in the OHSAA's eligibility guidelines, they may become eligible after a weekly review by the Administrator if their grades improve to a 2.0 GPA.

Weekly Eligibility: (only if an athlete has a failing grade issues the previous grading period)

- Every Tuesday, the Athletic Director will run a FACTS (formerly RenWeb) report of the student's progress for the previous week.
- If satisfactory progress has been made, the student will be removed from the Weekly Eligibility list and can continue to play as before.
- Satisfactory progress is achieved when all of the following criteria are met:
  - All assignments are current;
  - The student is passing or improving;
  - The student is making satisfactory progress; and
  - The student is cooperating with the teacher in the learning process.
- A consequence ensues when a student meets unsatisfactory progress. Unsatisfactory progress is measured when any one of the above is not met.
  - First Offense: The student is ineligible for games from Wednesday through Tuesday following the progress report.
  - Second Offense: The student is ineligible for practice and games from Wednesday through Tuesday following the progress report.
  - Third Offense: The student is ineligible for the remainder of the season and/or grading period.

## **Code of Conduct**

All players and parents must adhere to a code of conduct required in practices and games. The following is a description of the Player Code of Conduct as well as the Parent Code of Conduct.

The Codes of Conduct can be summarized as follows:

1. Demonstrate a positive attitude.
  - a. In everything said or done, ask “Am I demonstrating a positive attitude by doing or saying this?”
2. Set a Christ-like example.
  - a. In every manner, ask “Am I setting a Christ-like example or would others know Jesus by my example?”
3. Uphold good relationships with officials, opponents, and teammates.
  - a. In all thoughts and actions, ask “Am I upholding the other person and viewing them with respect and through the lens of Christ?”

## **Player Code of Conduct**

It is a privilege to be a student athlete and representative of Kingsway Christian School. As a player, I will:

1. Play the game as if I am playing for the Lord and not for man or reward.
2. Be humble when I win and gracious when I lose.
3. Respect and value the rules and regulations of the sport, and play fairly.
4. Appreciate my teammates and give them my best effort at all times.
5. Show respect for authority, even when I disagree.
6. Demonstrate good sportsmanship at every event and practice.
7. Treat teammates and opponents as I would like to be treated.
8. Teach my parents and fans the importance of positivity, and that dissension and sarcasm is not welcome.
9. Control my temper and not retaliate, even if I have been wronged.
10. Not use foul or profane language, use or possess tobacco, alcohol, or illegal or performance-enhancing drugs.

## **Parent Code of Conduct**

It is a privilege to be a parent of an athlete and representative of Kingsway Christian School. As a parent, I will:

1. Value and support my child’s commitment.
2. Be my child’s biggest cheerleader, not deflator.
3. Be a prayer warrior, not a sideline coach or referee.
4. Treat opponents and their families as I would like to be treated.
5. Enjoy the journey and remember that my child wants to have fun.

**NOTE:** Both player and parents must sign the Athletic Handbook Compliance Form in order to participate in any and every sport. The form is found at the end of this handbook.

## **HOMESCHOOL STUDENTS**

Kingsway Christian School opens our athletic program to homeschool students in the area. These students must complete the school admissions process in order to be included on the sports rosters. However, they do not have to take a class in order to be on a team. Once completed, the student must pay the sports fee and complete all requirements laid out in the section above, “Participation Requirements”.

## **DRESS CODE**

Students should dress modestly and in an appropriate way to represent Kingsway Christian School.

Appropriate footwear is required for the certain sport being played. (Ex. cleats for soccer, basketball shoes for basketball, white shoes for cheerleading)

Jewelry is not permitted to be worn. This includes necklaces, bracelets, ankets, earrings or rings. Long hair should be pulled back with hair ties.

## **Practice**

Students may wear non-uniform clothes to practice, such as:

- T-shirts may be sleeveless but no tank tops
- Shorts should not be excessively short (fingertip length)
- Shorts or sweats must not have words on the bottom or seat
- Undergarments should not be seen

## **Game Day**

Students can dress up in honor of participating in a game later that day, at the coaches discretion. This helps the student body at Kingsway be aware of a game happening and give “good luck” to the players. Dress shall follow the Kingsway Family Manual Dress Code.

## **Games**

Kingsway athletes shall wear their sport uniform during games with pride. Uniforms must only be worn for games, not practices, and must be kept clean and laundered. Uniforms should be worn with modesty. Uniform shorts may not be rolled up.

# TRYOUTS/PLAYER SELECTIONS

If tryouts are needed, they will be held in the first 3-4 days of practice. The number of players on a team varies from sport to sport and depends on the number of students who tryout. There are two main reasons for tryouts and player selections to take place:

1. Certain leagues only allow a certain number of players on a team roster; and
2. The student to coach ratio, as determined by the coach and Athletic Director.

Team selections will be discussed by the coach and the Athletic Director before any cuts are made. If a player is cut, he/she may approach the coach about becoming a student manager. See “Student Manager” section below in this handbook.

## **New Students**

Students who arrive in the middle of a sports season will be given the opportunity to join a team if any positions are open. These students must complete all medical requirements, practice with the team for at least five days, and pay fees in full before participating in their first game.

# PRACTICES

Practices shall not exceed more than 2.5 hours per day during season. (Pre-season and camps are the exception). Practices will be in the afternoon or early evening. Practices will not begin after 7pm.

Wednesday practices must be finished by 5pm. No games will be scheduled on Wednesdays.

If Saturday practices are held, they are optional to players and players cannot be reprimanded for missing them. They should only be held in the morning. Sunday practices are prohibited without exception.

Practices may be held during school breaks, but not on these holidays:

- Labor Day
- Thanksgiving

- Christmas Eve
- Christmas
- New Years Eve
- New Years Day
- Good Friday
- Easter
- Memorial Day

Players should not be reprimanded for missing practices over official school breaks.

### **Snow Day Policy**

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

- The scheduled athletic event or practice for junior high is automatically canceled.
- The scheduled athletic event or practice for high school is considered continued as planned unless the Athletic Director determines it impossible to play.
- If a bus has been scheduled, the Athletic Director communicates with the bus driver to determine if a bus and driver are available and the subsequent departure times.
- The Athletic Director will contact the respective personnel.
- Coaches are responsible to communicate updated information to players as soon as possible.

## **TRANSPORTATION**

Transportation by bus will be provided when available. Students will be required to ride the bus to the games, unless the student provides a written note signed by their parent/guardian stating the student is to ride with them. Students may ride home with a parent/guardian if a signed note is provided to the coach and the student checks out with the coach before leaving.

Kingsway students, not on the athletic team, may ride the school bus **only if** they have prior written administrative approval, written parent permission, an emergency medical form on file, and a responsible adult attending the event. The student also needs to communicate said permission to the coach.

When there is a conflict in transportation needs, priority will go to the team that has more participants. The other team will be asked to transport their students to and from the game by carpool system.

**NOTE:** Family members who are not on the team roster or enrolled at Kingsway cannot ride on the bus with the team. No parent/guardian can ride on the bus without a completed background check.

## **PLAYING TIME**

Starters for games will be chosen by the head coach based on past performance, attitude and leadership. How much a student plays is at the coach's discretion.

## **EJECTIONS**

Any ejection from a game, whether it be of a coach or a player, will result in an automatic two game suspension. Parents ejected from a game will also be asked not to return for two games.

The coach or player ejected will also have a mandatory meeting within two days of the game with the Athletic Director and the Administrator to discuss the cause of the ejection and further disciplinary action if necessary.

# INJURY

Players will be excused from practice and games if they are injured. If a player misses three or more consecutive practices because of injury, that player must be cleared by a doctor to return.

If a player becomes unconscious for any reason, that player may not continue to participate that day and must have a signed doctor's note before returning to practice or a game.

**NOTE:** Kingsway recommends each family check with their insurance provider for coverage in the event of an injury during a school sponsored practice or game. Most companies provide additional insurance options for student athletes.

# ATTENDANCE

## Practice

Consistent attendance at practice is expected of all student athletes. The only acceptable reasons for missing practice are because of a(n):

- Injury/illness
- Doctor's appointment
- Family emergency
- School conflict (such as a school supported trip or music or drama production)

If a player is going to miss a practice, he should make every effort to notify the coach at least one day prior to the day of the practice. Repeated absences and/or unexcused absences can result in decreased playing time, suspensions and/or removal from the team.

If a player needs to miss a practice for any reason other than those mentioned above, it must be approved by their coach. If it is not approved, it will be counted as unexcused and the player should be prepared to accept the consequences of their actions.

## Games

Games may only be missed because of a(n):

- Injury/illness
- Family emergency
- School conflict (such as a school supported trip or music or drama production)

Athletes should notify their coaches as soon as possible if they are going to miss a game. If a game is missed for an unexcused reason, the coach reserves the right to suspend the athlete for the next game.

**NOTE:** Students who miss more than 3.5 hours of a school day unexcused are not permitted to practice or play in a game on that day without special permission from the Athletic Director and Administrator.

# DISCIPLINE

Kingsway Christian School believes that our athletes are representatives of the school to the outlying communities on and off the playing field. Many times the only contact that people make with Kingsway is through their observations of the athletic teams. A student's behavior in the classroom is a clear indication of what their behavior will be on the court/field. If a student athlete cannot act in a Christ-like manner before his peers and teachers, it is doubtful that the athlete will be a good representative of the school on the team.

When a discipline situation occurs on or off the field, it will be dealt with immediately. After consultation with the Athletic Director, the player's coach will meet with the athlete and explain the discipline decided upon. Parents will be contacted, via letter or a phone call, informing them of the circumstances and resulting disciplinary action. Each case will



be judged individually. See the “Discipline Policies” section in the Kingsway Family Manual for understanding of the different levels of discipline. The student athlete may be suspended from practice, from a game, or from the team if it is deemed necessary.

## CONFLICT RESOLUTION

See APPENDIX I in the Kingsway Family Manual.

**24 Hour Rule:** No player or parent should approach the coach with conflict for at least 24 hours after a game. Emotions can be high following a competitive game and encourage players and parents to write out their thoughts before approaching a coach.

## QUITTING A TEAM

Participation in athletics is highly encouraged at Kingsway. However, it is expected that if a student starts a sports season, they finish the season.

Students will be given a one-week grace period at the beginning of the season to decide whether the sport is for them. If not, they may leave the team. If a student is considering quitting a team, that student should set up a meeting with the coach or the Athletic Director to discuss the situation. If a student does quit a team after the grace period is over, that student will be ineligible to compete for the remainder of that sports season.

## VOLUNTEER/PARENT COACHES

Volunteering at Kingsway is always welcome, including in our athletic programs.

All volunteer coaches must be interviewed by the head coach to ensure proper knowledge of the sport they will be coaching, as well as to determine if they will be a positive, Christ-like role model to the athletes. The Athletic Director must approve all volunteers.

Once approved, potential volunteer coaches must obtain an FBI and BCI background check along with a Pupil Activity Coaching Permit that is required by law.

Once the results are returned, the volunteer/parent coach may begin working with the team. Instructions on how to obtain a Pupil Activity Coaching Permit can be found at the end of this handbook.

**NOTE:** Coaches, whether volunteer or paid, who have children of their own on the team, must not show favoritism. If any coach shows favoritism, they will be asked to resign their position.

## STUDENT MANAGERS

Student managers (not exceeding two) can be kept on a team at the coach’s discretion. Student managers may be responsible for handling equipment, keeping statistics, running the scoreboard and/or setting up practices or games.

Student managers may participate in practices if the coach sees it as beneficial to the manager and to the team.

Student managers must follow the same academic policies student athletes are required to follow.

## END OF SEASON PROGRAMS & AWARDS

### Awards Banquet

An awards banquet to celebrate the sports season will be held either at the end of the sports season or at the end of the year. The date will be determined by the Athletic Director and communicated to all involved after being cross-checked with the school calendar and events.

## **Awards**

All players who complete an entire season are given an award at the end of the season. Individual awards are based on character quality and are limited to:

- Champion for Christ Award (Christian Witness)
- Heart and Soul Award (Intensity)
- Mighty in Spirit Award (Leadership)
- Overcomer Award (Perseverance)
- Servant's Heart Award

All other awards must be approved by the Athletic Director.

# FAMILY ATHLETIC HANDBOOK COMPLIANCE FORM

I have read and understand all the policies set forth in this handbook, including the Player Code of Conduct and the Parent Code of Conduct. I will provide all required medical forms and athletic fees before my child can participate in a sport. I agree to abide by these policies and I will faithfully support the coaches, Athletic Director, and the administration of Kingsway Christian School.

Athlete's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** Please read, sign and return this form to the coach or Athletic Director. This form, along with all the medical forms, must be received by the athletic department prior to the first practice. Without these items, there will be no permission to practice or participate in a game.