

## **1. Mission Statement/Core Values of PCS**

- a. The mission of Portersville Christian School is to glorify God by preparing students to serve Jesus Christ as Lord, partnering with family and church, and instilling high standards spiritually, academically, socially, and physically.
- b. The Core Values of Portersville Christian School are:
  - Passion for God
  - Christian Character
  - Academic Excellence
  - Servanthood with school and community
  - Partnership with home and church.

## **2. Purpose in Athletics**

- a. To glorify God in our actions, words, and entire athletic program
- b. To instill in students an understanding that participation in athletics is leadership training, which is a privilege that also carries responsibilities
- c. To develop Christ-like character among our Student Athletes and encourage him/her to develop their God-given athletic abilities to his/her maximum potential
- d. To place utmost importance on Christian character and conduct, achievement in academics, and respect for others
- e. To use athletics as a training ground to equip our athletes to be strong disciples for Christ

## **3. Foreword/Philosophy**

- a. Athletics in the Christian school is an important part of the educational program which attempts to minister to the whole student – body, mind, and spirit. Athletics is not an end unto itself, but rather an integral dimension and extension of the concept of the Lordship of Christ in every area of life. Just as our academic program is distinguished by a Christian philosophy of education, so our athletic program must also be built upon a foundation that is Christ-honoring in all aspects. The Bible gives us many illustrations of physical efforts that are symbolic of the spiritual struggles that Christians encounter. Our bodies are the temple of the Holy Spirit and should be physically fit. As Christians, we are commanded to strive to do our best at everything we do. Certainly the Apostle Paul

has set the example for us in Philippians 3:14. Striving for excellence, whether in the classroom, or on the playing field, is a worthy and admirable goal for any Christian. Our teams must be both physically and spiritually strong. Each team must be fully committed to developing their full potential to the glory of God, and each team must be committed to honoring Christ in all our efforts. It is important to remember as competitors in Christ, our efforts, attitudes, and actions should result in His glory. All involved in PCS athletics, be it player, coach, or spectator, should understand this distinctive Christian philosophy of athletics and commit him or herself to honor Christ through athletics. This commitment to excellence extends to every facet of our athletic program at Portersville Christian School.

#### 4. Expectations of the Coach

- a. Either on the playing field or off the court, the coach is the “living curriculum” of our program goals for each student Athlete. Coaches at Portersville Christian School are the most significant component of the athletic program. They are both the teachers and active participants at the same time. They have the responsibility to model Christ-like behaviors and attitudes at all times. They are to be the spiritual leader of the team. In order to be an effective coach and role model, PCS coaches must also be thoroughly knowledgeable in their sport, able to effectively motivate athletes, and work successfully under the authority of the athletic director, and school administration. Coaches have great responsibilities, but also good opportunities to mold young lives for Christ.
- b. Be a **Testimony** to other Christians, other Christian schools, fans, and visitors.
- c. Be an **Example** for our players, other coaches, and other schools by our words and actions.
- d. Be a **Witness** to unsaved referees, visitors, and public schools we play.

*Testimony, Example, and Witness entails: Approaching the referees with respect, according to the rules of the game. Disrespect shown toward the referee with words or actions is not acceptable. Lead by example, and expect your assistants, parents, and players to respect the referee, play the game without trash talking, without intentional, malicious, or retaliatory fouling, with a positive attitude, and with respect to you and your coaching staff. Accept winning with humility and class. Exhibit the Fruits of the Spirit at all times. Accept losing a game peacefully, with grace, patience, and a correct perspective. Make prayer a consistent and important part of your team. Pray as a group. Be encouraging; do not allow frustration to control you. Take advantage of every opportunity to teach your players about more than the game. You, as a coach, have a responsibility to join with parents, teachers, and administration and equip our*

*players to be strong disciples for Christ. As a Portersville Christian School coach, you are expected and encouraged to be more than just a coach to your players.*

## **5. Evaluation of the Coach**

- a. Each coach will meet with the Administrator, Athletic Director, and Booster President at the end of the season. The purpose of this meeting is to evaluate the program including the philosophy of the coach, actions, personal goals, success, spiritual life of the players, and other important aspects of our coaching staff and athletic program.
- b. Coaches are expected to meet with the Athletic director periodically throughout the season to discuss different aspects of the season and team.
- c. Coaches are required to attend a coach's orientation at the beginning of each school year. The School Administrator and Athletic Director will meet with all the coaches to discuss policy concerning academics, discipline, program philosophy, and other important aspects of our athletic program.

## **6. Contract**

- a. A new coach or a coach that has been asked to return for the following season is required to sign a Portersville Christian School Coaching Contract.

## **7. Clearances/Financial Forms**

- a. Financial Forms needed prior to being hired: W-4, and Direct Deposit Form
- b. Clearance Forms needed prior to being hired:
  - LexisNexis-Screening Solution Summary Report (Child Abuse and Criminal Check)
  - Civil Applicant Response (Fingerprinting)

*\*All forms can be found in the financial office. All cost for clearances will be reimbursed by the Athletic Boosters, if hired\**

## **8. Volunteer/Assistant Coaches**

- a. All assistant and volunteer coaches must be approved by the Athletic Boosters, Athletic Director, and Administrator PRIOR to assisting in practices or games. If approved, all coaches must have required up to date clearances on file in the Athletic office prior to assisting in practice or games.

## 9. First Aid Training

- a. It is recommended that all PCS coaches possess a current and up to date First Aid/CPR certification.

## 10. Spiritual Growth of Team

- a. Coaches at Portersville Christian, first and foremost, must be committed to helping our student athletes grow in their walk with Christ.
- b. Coaches should establish team prayer, team devotions, and encourage students to become involved in a bible study.(i.e. Fellowship of Christian Athletes Huddle)
- c. Coaches have an even greater responsibility to carry out their Christian walk by their actions, and words.

## 11. Commitment to Excellence

*The Athletic Program at PCS realizes the importance of high standards in academics for our Student Athletes. In the phrase, "Student Athlete", student comes first. We hold high standards for our students at PCS, and this is evidenced by a strong Academic Policy that is supported by the athletic program at PCS. It is expected of our coaching staff at PCS to support this high standard publicly. The coaching staff is asked to work with our Student Athletes to encourage, to motivate, and to support our teachers to help our students do their best in the classroom. Please communicate any academic issues or concerns with the Athletic Director. Working together with the teachers and students, we may be able develop a support system for our Student Athlete. (For example, a tutor program may be developed between our upperclassman and underclassman.)*

- a. Academic Policy - In order to begin practicing in August for a fall sport, a student's GPA must be 2.0 or higher with no failing grades (including new student transfers to PCS). Once school begins, grades will be checked every two weeks. The standard to remain active in a sport is a GPA of at least 2.0 with no failing grades. Anyone not meeting the standard will be placed on two weeks probation. Students on two week probation are not eligible to practice with the team, or attend games with the team. At the end of the two

weeks probation, if the student has raised his/her grade to satisfy all academic requirements, the student is eligible to rejoin the team. If a student athlete is determined to be ineligible twice during the same season, that student will be removed from the team. It is our belief that academics are held in a higher priority than athletics.

- When it is determined that a player is on two week probation, the Athletic Director will be notified and will communicate this to the player and his/her coach.

- b. Attendance Policy – Portersville Christian School athletes should be diligent in preparation, demonstrate personal discipline on the court, and more importantly in the classroom. To be eligible to participate in a game or practice, a student must be in attendance the day of the game/practice. The Student Athlete must be in class by the 8:21 homeroom bell. This excludes any unavoidable delays such as bus/car breakdown, weather conditions, or a doctor/dentist appointment. In addition, a student must be in class by the 8:21 homeroom bell on the mornings after a game to be eligible to participate in the next game. If a student is ill the day or days after a game and returns to school the day of the next game, the said student may participate in that event provided an excuse from the parents indicates that the student was absent due to illness.
- c. Detention Policy – We strive to teach our students that sports at PCS are a privilege not a right. With privilege comes great responsibility. In an effort to build leaders with strong character within our athletic program, PCS has adopted an effective detention policy for our Student Athletes. If a Student Athlete serves a major detention, the student will not be eligible to play in the next game. If a student is not in attendance on the day they are scheduled to serve the major detention, the student will still not be able to play in the next game.
- d. Discipline Policy for Student Athletes – Any PCS athlete who uses questionable language including but not limited to swearing, vulgarity, or shows disrespect to an official, coach, fan, another player will be subject to disciplinary actions. Any PCS athlete who loses self-control which results in, but is not limited to, striking an official, player, coach, or a fan will be subject to disciplinary actions. Any player who shows disrespect toward a fellow student, faculty, or staff member or administrator will receive consequences. A disregard for this policy or authority at any athletic event may result in suspension or dismissal from the team as determined by the Coach, Athletic Director and Administrator.

- e. Discipline Policy for Coaches – Any PCS coach who uses questionable language including but not limited to swearing, vulgarity, or shows disrespect to an official, coach, fan, another player will be subject to disciplinary actions. Any PCS coach who loses self-control which results in, but is not limited to, striking an official, player, coach, or a fan will be subject to disciplinary actions. Any coach who shows disrespect toward a student, faculty, staff member or administrator will receive consequences. Any coach who fails to control his/her actions, temper, or emotions will be subject to disciplinary action. Failure to uphold this policy may result in suspension or dismissal from a coaching position as determined by the Athletic Director and Administrator.

*“In all situations, the PCS Head Administrator makes the final decisions.”*

Coaches, please respect these decisions.

## **12. Communication Guidelines/Conflict Resolution**

- a. As students become involved in the PCS athletic program, they will experience some of the most memorable and rewarding moments of their lives. It is also important to understand that there may be times when things do not go the way the student or the parent wishes or envisions. When concerns or potential problems arise, we ask that you resolve the conflict using a Biblical model (Mathew 18:15-17).
- *Student Athlete meets with the coach* – The first step in avoiding potential conflict is for a student athlete to meet with the coach to discuss any concern and resolve the issue. Many times concerns which lead to conflict are the result of miscommunication or misperceptions. These can often be handled through open discussions.
  - *Parent(s) meet with the coach* – If the Student Athlete/coach meeting has not resolved the issue, or the matter needs adult/parent attention, the parent(s) should contact the coach to set up a time to meet through email or a phone call. Please do not approach a coach with a concern prior to or after a game. These can be emotional times for both the parent and the coach, and do not promote resolution.
  - *Athletic Director* – If the previous meetings between the athlete, coach, and parent(s) do not resolve the issue, contact the Athletic Director and the next step can be determined from there.
  - *Administrator* – Approaching the administrator without making an effort to complete the above steps is NOT the Biblical model that we strive to teach our

Student Athletes. Please follow the appropriate steps so that we may honor God in all that we do – conflicts included.

### 13. Athletic Forms for Student Athletes

*In order to participate in a sport at PCS, athletes must complete and submit the following forms to the coach **at the first practice**. No athlete is permitted to participate in practice or games until **ALL FORMS** and Activity Fee have been completed and turned in. All sports participants including Elementary, Junior High, Junior Varsity, and Varsity are included in this policy. All forms can be found on the school website [www.portersvillechristianschool.org](http://www.portersvillechristianschool.org) via the athletic link.*

- a. **School Physical Form** (A physical is good for one year from the date of the examination.)
- b. **“ICE” Form** (Includes the consent to private transportation, consent to play, insurance information, and emergency information form.)
- c. **Athletic Contract** (signed by parent(s) and athlete)

*Coaches should turn in all paperwork to the athletic office on the first day of practice. A copy of the “ICE” form and the Sports Physical form will be copied and returned to the coaches. These should be on hand at all practices and games. They contain emergency contact information, and medical treatment information.*

### 14. Activity Fee

- a. A student is required to pay an Activity Fee prior to participating in practice or games. The Activity Fee is to be turned into the coach. In conjunction with the Fall Magazine Fundraiser, the Athletic Boosters have provided a way for students to decrease the athletic fee. It is important to remember that the Athletic Boosters finance the Athletic Department for all Student Athletes. Please encourage your son or daughter to participate in the Fall Magazine Sale. Information on the Activity Fee can be found on the school website.

### 15. Home School Athletes

- a. Junior High students in 7<sup>th</sup> and 8<sup>th</sup> grade and elementary students will be given consideration to participate in the PCS athletic program, provided that participation by

the home school student would not exceed the maximum number of team members determined acceptable for that sport. This decision is at the discretion of the Athletic Director. If the student is determined to be allowed to participate, all academic expectations of home school participants will not differ from that of PCS students in the same sports.

- b. Students in grades 9<sup>th</sup> through 12<sup>th</sup> are not permitted to participate in PCS competitive team athletics. Students may be permitted to participate in PCS non competitive team (i.e. cheerleading, track and field club) after satisfying eligibility requirements of PCS students participating in the same activity.
- c. Any home school athlete permitted to participate is required to pay the Activity Fee, and complete all forms required of PCS athletes, along with an additional \$100 fee. Parents are expected to complete the required number of volunteer hours as well. Final approval will be made by the Athletic Director and Head Administrator

## 16. Gym Procedures

- a. Cleaning: Please enlist the help of your players and parents to help sweep the gym floor, put chairs away, and check the locker room for garbage and items that are left, and clean the bleachers after practices and games. All food needs to be thrown away. All garbage cans are to be emptied and put in the dumpster. (Located behind Church) It is the responsibility of the players and coach to leave the locker room/gym/cafeteria better than it is found after practices and games.
- b. Equipment: Always secure the basketballs and volleyballs in the appropriate cages and secure the med kits, and other equipment. Equipment is not to be left near gym doorways, lying on the counters in the snack stand, or left in the locker rooms. Please put all equipment in its proper place before leaving.
- c. Game Balls: Game balls are purchased for all sports through a state grant. The funds are limited each year. Game balls are not to be used for practice. They can be found secured in the Athletic Office. They are to be used for games only and returned to the office immediately after the game. Coaches are responsible for any equipment taken to away games; please verify that all equipment have been collected before leaving the game site.
- d. Athletic Office: No students are permitted in the AD office unless without permission. The medicine cabinet on the gym floor is to be stocked at all times. Please inform the AD when items are needed. If the medicine cabinet from the athletic office is needed, coaches should obtain the first aid supplies. Do not send students up for medicine, or med kit supplies.
- e. Practice: Always stay until the last player is picked up after practices and games. Another parent may stay in your place. If students or players are late being picked up

more than once, inform the AD and the parents will be contacted to discuss the situation. It is the coach's responsibility to turn off all lights, check all locker rooms, lock all the doors, and make sure all the equipment is put away at the end of a practice/game. Please be sure to check all of these things prior to leaving.

## 17. Practice Policy

- a. Snow Day – In the event of a school cancellation (weather), the Athletic Director and Administrator may approve an optional practice. With parent permission, players are encouraged to go, but it is NOT required.
- b. Vacation Day – There are times during an athletic season when school is out of session. With the interest of the team in hand, a coach may schedule practice at the beginning or end of a vacation. These practices are approved by the Athletic Director and Administrator. They are optional practices. Players are encouraged to go, but it is NOT required.
- c. Wednesday Night – There are no Junior High, JV, or Varsity practices to be held on Wednesday: optional or mandatory. The only exception to this rule is in extenuating circumstances, and must receive approval from the Athletic Director and Administrator. (Example: day before a playoff game) Elementary basketball and volleyball practices are held after school on Wednesday until no later than 4:45 due to limited gym space.

## 18. Rental Gym

- a. When using any other facility for basketball practice – always follow their rules/regulations. Always inform rental gyms of any changes affecting them.
- b. The coach should be the first to enter a rental facility and should look to see if anything is broken. Report it immediately to the Athletic Office, or if using Moraine Elementary, report it directly to the school's main office. Always leave the facility clean and orderly. Enlist the help of your team to sweep the floor, straighten bathroom/locker room, etc. It is the coach's responsibility to leave the rental facility better than you found it. Coaches should be the last to leave the rental facility.
- c. If using Grace Church in Harmony, or Moraine Elementary, there are rental request forms to be filled out. Gym use must be approved prior to the season for Moraine Elementary. Grace Church requires a church member to be present. Portersville Community Park requires reservation of the soccer field in advance via contacting the Portersville Boro Office. All rental forms can be found in the athletic office.

## 19. Communication

- a. It is your responsibility to communicate the practice schedule and game schedule to your players and parents in a timely manner. Any changes made to the game schedule will be noted on the school athletic website. Coaches must inform the AD of any changes made to practice schedules. *The Athletic Director must approve practice changes to confirm gym space.*
- b. Keep the Athletic Director informed of: your concerns with any policy or practices, significant problems you encounter with parents, referees, other schools, coaches, fans, or your players. Please share positive happenings with your team as well. **Note:** Coaches may delegate responsibilities to the Assistant coach, parents, and players when appropriate.
- c. Each coach will have a mailbox located in the hallway leading up to the athletic office. Please be sure to check it regularly for hard copies of Academic Probation, Game schedules, Athletic Forms, and other documents. **Primary communication from the Athletic Director will be email and phone.**
- d. Please use email/phone to communicate changes to parents. *Do not rely on “word of mouth”.*
- e. Establish team rules to be communicated to your players and parents at the start of the season. The team rules need to be clearly stated, and consistently carried out throughout the season. This will help eliminate confusion about team policy, missed practices, and other concerns.

*We want to teach our kids the importance of communication, and this is an excellent way to model this type of respect and professionalism!*

## 20. Roster

- a. Coaches must turn in roster information to the Athletic Director within a week of the first practice. Roster information should include: name, grade, birth date, height, uniform number, contact number, and email address of parents AND player.
- b. Any changes made to the roster should be made known to the Athletic Director and be in accordance with league policy.

## 21. Reporting Game Scores

- a. Each coach is responsible for reporting scores to the following location within 24 hours of game time:

- Athletic Office: Report game score and highlights via email by 8am the following morning.
  
- Designated Newspaper: Report game scores and high scorer via voicemail immediately following game time.
  
- SWCAC (Varsity Sports only): These will be reported to the league website [www.swcac.com](http://www.swcac.com) by the Athletic Director unless otherwise noted.
  
- NCSAA (Varsity Sports only): These will be submitted online by the coaching staff in a timely manner. These scores are important because they affect the standings for post season tournaments.
  
- GPCAL (Junior High Sports only): Submit these scores online via: [www.leaguelineup.com/gpcal39](http://www.leaguelineup.com/gpcal39) with in 24 hours. These will be reported to the league website by the Athletic Director unless otherwise noted.

## 22. Varsity Letters/Season Awards

Athletic awards can be earned in all sports at Portersville Christian School. Certain criteria must be met. Awards are presented with the discretion of the coach and the Athletic Director.

- a. Letters – Letters are earned on the basis of varsity participation. A letter should be awarded when the Student Athlete has demonstrated the qualities that are deemed desirable for athletic participants.
  - Soccer – *Underclassman* – Must have competed in one-half of the total number of halves played during the regular season. *Seniors* – Must have competed in one-fourth of the total number of halves during the regular season.
  - Volleyball – *Underclassman* – Must have competed in one-half of the total number of games played during the regular season. *Seniors* – Must have competed in one-fourth of the total number of games during the regular season.

- Basketball – *Underclassman* – Must have competed in one-half of the total number of quarters played during the regular season. *Seniors* – Must have competed in one-fourth of the total number of quarters during the regular season.

b. Awards

- Varsity Awards – These awards will be determined by a secret ballot vote by the players. These may include but are not limited to – Most Valuable Player, Most Improved, Best Hustler, Defensive Award, etc. The Coach’s Award is not voted on. If a sport offers a Junior Varsity program, these awards will be voted on and presented as well.
- The Warrior – This award is the highest seasonal, individual award that the Athletic Department bestows upon its athletes. This award is given to the Student Athlete who best exemplifies Christian Character, Academic Excellence, and Leadership. This Student Athlete will have exemplified the fruits of the spirit, displayed a Christ-like attitude, and whose godly, Christian walk has been visible to teammates, teachers, coaches, and administration. The student must excel in all three areas, and is determined by the Administrator, Athletic Director, and Athletic Boosters President. This award may not be presented each season.

c. Senior Night

- The last regular season home game is traditionally “Senior Night”. All senior athletes who participated during their senior year will be recognized. Senior Athletes that participate in both a fall sport and a winter sport will be recognized during both senior night celebrations, but will receive their award during the winter celebration.

d. Consequences of not Finishing the Entire Season

- If the student is suspended from the team for academic or disciplinary action he/she will forfeit all recognition for that season. (letter, award, etc.)
- If the student quits the team he/she will forfeit all recognition. If the student quits for extenuating circumstances, the Athletic Boosters will review the individual situation.
- Injuries suffered during participation in a school sport shall not necessarily exclude him/her from receiving an award. Cases involving injury or other unusual circumstances shall be decided by the Coach and the Athletic Boosters.

## 23. Uniforms

- a. The coach is responsible for handing out and collecting team uniforms at the beginning and end of the season. Please record the number of uniforms being handed out. Please keep a record of which uniforms are given to which students. If the students do not turn

in ALL PARTS of their uniform in a timely manner, they will be responsible to replace it. Student Athletes will not receive report cards, diplomas, or awards until it is taken care of. The coach is responsible for making sure the uniforms are clean and free from damage. Any uniforms needing repairs are to be reported to the Athletic Director.

## 24. Transportation

- a. Students riding with other students must have an additional permission slips. Students riding with other students must have a written note from both the driver's and the passenger's parents giving consent. All students must have a private transportation form turned in to ride with the coach or another adult.
- b. Bus Roster – Coaches must provide the school office with a bus roster prior to leaving school grounds, as well as a copy for the bus driver for all away games. A coach or parent must be present for each team riding the bus. If coaches are carpooling, a bus roster is still needed.
- c. Rules/Regulations:
  - Public displays of affection between boys and girls are not permitted on the bus or at any athletic event.
  - Stay seated with *your feet* on the floor while the bus is in motion.
  - Keep all body parts and objects inside the bus.
  - Keep your hands to yourself.
  - No shouting, screaming, or other loud noises.
  - Keep yourself and your belongings out of the center aisle.
  - Do not throw objects on the bus.
  - Soft drinks are permitted in closeable plastic bottles only.
  - In the case where boys and girls teams are riding together: the boys and girls will be separated.
  - Cell phones, IPODS, mp3 players, and other electronic devices are permitted according to the coach's discretion and PCS school policy.

*Coach, it is your responsibility to communicate these rules to your Student Athletes and to enforce them at all athletic events. The coach should be involved in a cooperative effort with the*

*bus driver to ensure the safety of our students. The coach is ultimately responsible for the players on the bus, and should administer discipline and correction accordingly. Coaches should discuss plans for any stops (i.e., dinner, bathroom) with the bus driver before making a decision.*

d. Recording Messages for Arrival Times for Away Games

- Call the school at 724 368 8787
- When the automated attendant answers, press \* 7 (If someone answers the phone and you do not get the automated attendant, ask them to push transfer 777.)
- Enter in extension 33 and the # sign
- Enter password 8787 and the # sign (please do not give out this password)
- Select option 3 to change personal greeting
- Press 1 to record your greeting, wait for the tone then press 1 after you finish recording
- Press 23 to hear your message
- To approve the message, press \* 3 than hang up the phone

*Please note: if you listen carefully, the automatic attendant will walk you through the entire process.*

## **25. Athletic Boosters**

- a. As a Portersville Coach, you are required to attend the Athletic Boosters Meeting during the season in which you coach. They are generally held at 7pm in the school library once a month. Please email the AD to confirm the time and date of the meeting. Coaches should have a report on how the season is progressing, possible ideas, and any special needs for the program.

## **26. Athletic Handbook**

- a. Coaches, please read, and have knowledge of all the policies written in the Athletic Handbook. Support the policies and goals that are written and encourage our Student Athletes to do this as well.