



**Athletic Handbook
2010-2011**

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www.princeofpeace.org

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INTRODUCTION

The Prince of Peace Christian School Handbook is a reference guide for coaches, student-athletes and parents, concerning the policies that govern interscholastic athletics at POPCS. The coach of an athletic team reports to the Athletic Director and is primarily responsible for the compliance by his/her squad members to the rules, regulations, and policies governing athletics at POPCS. The Athletic Director will administer these rules and regulations as they relate to inter squad and inter coach relationships. Sound reasoning, good judgment, and adherence to the school's core values will be the standard by which situations outside these stated rules and regulations are determined and evaluated.

Interscholastic athletics is a voluntary program. Students are not obligated to participate and participation is not required for graduation. Thus, competition in high school athletics is a privilege and not a right. Accompanying this privilege is the responsibility to conform to standards established for the high school athletic program. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

SCRIPTURAL FOUNDATION

ISAIAH 40:31

But those who trust in the Lord
will receive new strength.
They will fly as high as eagles.
They will run and not get tired.
They will walk and not grow weak.

VISION STATEMENT

The Athletic Department is an integral part of the total educational process of POPCS. Being involved in athletics provides the student with opportunities to learn game specific skills, good sportsmanship, develop leadership abilities and learn the benefits of fair play and ethical behavior that are necessary for competition and cooperation in our society. It should also provide our students with the unique opportunities for self-discipline, self-sacrifice, and loyalty to the community, the school and the team. POPCS encourages all students to participate in athletics by offering a well-rounded program of interscholastic athletics for young men and women.

MISSION STATEMENT

The POPCS Athletic Department strives to develop young men and women spiritually, mentally, physically, and socially through Christ-centered athletic completion with equal emphasis on teamwork, sportsmanship, spiritual growth, and respect for authority.

GOVERNANCE

The POPCS high school athletic program is a member of and governed by the Texas Association of Private and Parochial Schools (TAPPS). The Middle School program holds membership in two competition leagues, Texas Association of Private School (TAPS) and the Interscholastic Athletic Association (IAA).

COACHING

POPCS strives to hire experienced coaches, dedicated to educating student-athletes in developing in five areas; spiritually, individual skills, teamwork, good sportsmanship, fair play. Our preference is always to recruit coaches from our faculty and staff. For those coaches hired from outside the school, every effort is made to integrate them into the entire school community. The same behavior expected of a teacher in the classroom is expected of all coaches during practices and games.

SPORTSMANSHIP

As members of the POPCS athletic program, students, coaches and parents are expected to demonstrate proper respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community. Student-athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are at all times a representative of their team, school and community.

COMMITMENT

In order to be successful, a student/athlete must place the highest priority on health, academics and training. All team members are valuable, and each team needs to know that it can count on its members to be there. Often this means sacrificing social life, family trips and other events, which come in conflict with the rigors of training and competition. Learning how to make choices is one of the most valuable life lessons an athlete takes from an athletic program.

ATHLETIC DEPARTMENT INFORMATION, EXPECTATIONS, PRACTICES AND POLICIES

ACADEMIC ELIGIBILITY

Participating in Athletics is a privilege based on the student/athlete's academic performance and classroom conduct. With that in mind, a Prince of Peace Christian School's student/athlete's eligibility for both middle school and high school will be governed in the following manner:

1. Each student/athlete begins the school year with full academic eligibility unless there are academic matters from the previous school year that are unresolved, i.e. summer courses (semester failures made up).
2. At the end of each grading period, grades are reviewed and any student with 1 F or 2 D's will be declared academically ineligible. This ineligibility begins on the day after the grading period grades are posted to Ren Web. The ineligible student/athlete remains ineligible for a two week period.
3. At the end of the two week period, all grades will be reviewed and if the student has C's or better, (with only 1 D) the student athlete will regain his/her eligibility. This determination will be made on Tuesdays (after grades are updated on Monday). If the review shows a continued failure or 2 D's the ineligibility will remain in effect.
4. Each week forward the review continues and the student will either regain their eligibility or remain ineligible based on the grades attained (Tuesday to Tuesday).
5. If a student/athlete is unable to regain their eligibility by the end of the present grading period, they will remain ineligible two weeks (first 2 weeks of the new grading period), with grades to be re-evaluated following to determine eligibility status.
6. An ineligible student/athlete may **not** practice, suit up, travel, or participate with their respective team or activity.
7. In addition, any student with 1 D, at the end of a six weeks, will be placed on Academic Review, which means that the student/athlete, his/her parents and his/her coaches will be notified of the students academic struggle to allow for teacher, parent and coach counseling to encourage and support the student in elevating their grade.
8. If a student has incomplete(s) when eligibility is checked, they will remain ineligible until the incomplete(s) are cleared.
9. Eligibility lost for conduct will follow the process outlined above. The Principal working with the Athletic Director may declare a student ineligible based on student conduct.

The student/athlete's eligibility will be determined by Middle School or High School Office personnel and notification to the student/athlete, parents, and coaches will be made by the Middle School Office for Middle School student/athletes and by Athletic Office for High School student athletes.

BEHAVIORAL ELIGIBILITY

- Students who receive a conduct grade of “N” will be placed on probation. They may continue to participate in practices and games.
- If the conduct grade persists as an “N” for the second consecutive week, the student will be suspended from sports until the conduct grade is an “S”.
- Conduct grades will be checked weekly by the Athletic Department.
- Ineligibility will be similar to that for academic probation (Wednesday to Tuesday)
- Students who earn a conduct grade of “U” will immediately be suspended from all athletics. Eligibility will be restored when determined by the appropriate principal.

HEALTH ELIGIBILITY

Every student/athlete must have a current medical physical on file in the Athletic Office as part of their eligibility to compete on a POPCS team. POPCS offers on-campus physicals each school year to enable students and parents to adhere to this policy.

ATHLETIC FEES

Each student/athlete will be billed an athletic fee for each sport in which they participate. Billing occurs when district competition begins. Fee schedule is available at www.popcs.org in the Athletic portion of that site or you may review the fee schedule in Addendum II.

TRANSPORTATION

POPCS strives to provide transportation to and from athletic contests depending on the availability of qualified drivers and buses. All team members are expected to ride with the team to and from contests when a POPCS bus is provided. With prior permission of the coach, parents may drive their child and other teammates directly home after a contest.

STRENGTH/CONDITIONING/REHAB

The Strength and Conditioning/rehab specialist can be reached by emailing alex.pena@princeofpeace.org

FACILITY USAGE POLICY

POPCS offers numerous athletic facilities that are available for LIMITED use. The facility and usage policy is outlined in Addendum III of this document.

WEIGHT ROOM

Weight room usage outside of POPCS athletic teams may be scheduled with Alex Pena, alex.pena@princeofpeace.org.

SAFETY ACCIDENTS/INJURY

Coaches carry medical forms for all players at all practices and contests. Coaches are trained in basic first aid. If an accident or injury occurs, the coach submits a written accident incident report to the Athletic Director within 24 hours (incident report form attached.) If the injury is serious the coach will call 911 and the parent. The coach will stay with the student until help is secured. If there is a confidential health issue for a particular student-athlete the coaches will treat any acknowledged condition in the confidential manner with which the information is related by the parent or guardian. If an athlete misses practice on the request of a physician, the athlete should have a note of clearance before returning to practice.

PHYSICAL CONTACT

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation. A volunteer (other than parent or legal guardian) alone in a one-on-one situation with a player is considered inappropriate. If an adult is alone with a player it should be in a visibly public site. Some coaches are expressive -- using their hands to give a pat on the back, a rub on the head, or other sorts of contact to show appreciation or indicate a job well done. In a public setting, those acts are understood. POPCS acknowledges there are appropriate times and places for showing such approval. However there should be no touching at all in a private one-on-one situation. Even the suspicion of inappropriate contact with a player may be enough to create the impression that it has occurred. Coaches must think defensively so that there is no question of impropriety.

During an out of town competition a non-parent custodial adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players and allow privacy in changing rooms, showers and bathrooms at all times.

Suspicious behavior by an adult of a sexual nature should be reported to any school official according to POPCS procedures. Reports can be made to the head coach, Athletic Director, any administrator or teacher. Protecting our children and our coaches is everyone's concern.

ILLEGAL AND PERFORMANCE ENHANCING SUBSTANCES

Any athlete found to be in possession of or involved in the use of alcohol, tobacco, smokeless tobacco or narcotics during the season, while attending school or at any POPCS-sponsored activity, will be suspended from athletics for a period of time determined by the POPCS Administration.

Performance enhancing substances are strictly prohibited. POPCS recognizes that the use of androgenic/anabolic steroids ("steroids") and other performance enhancing supplements presents a serious health and safety hazard and said use is a TAPPS violation. Student-Athletes in grades 7-12 shall receive a lesson on the effects of steroids as part of their health, physical education, or drug education program.

ATHLETICS CODE OF CONDUCT

“The Next Play Mentality Initiative”

POPCS has a duty to assure that their athletic programs impart important life skills and promote the development of good character as a Christian institution and as a member of and in the spirit of the Texas Association of Private and Parochial Schools (TAPPS). At all practices and athletic contests, coaches, players and parents are expected to emphasize/model the proper ideals of sportsmanship, ethical conduct and fair play. Further, it is our responsibility to model Christ like behavior because POPCS is a Christian institution and we must hold ourselves to that higher standard.

With this in mind, POPCS will embark on the Next Play Mentality (NPM) Initiative. When one considers the complaints or displays of bad behavior or inappropriate comments we would agree that this happens over a play that has already occurred. The coach vehemently disagrees with a call and receives a technical over a play that has already happened. A player displays visual disgust in gestures and words that warrant a technical foul/red card/ejection over a play that has already happened. A parent or fan screams their displeasure at an official over a play that has already happened. All of this displays behavior inappropriate for constituents of a Christian institution, of any institution. And it is always over a past play. All the vocal protestations or gestures over a play which cannot be redone or a call which cannot/will not be changed seems rather foolish. In the meantime, we, coaches, players and parents, miss out on being positively involved in the next play which is what we can control. We can positively impact the next play but will never do so when mired in complaints regarding the previous play. So we must engage the Next Play Mentality and when we do our modeling of true sportsmanship, of Christ like behavior, will emerge. With the NPM in mind:

Coaches will:

- ✓ Be prompt to practices and games
- ✓ Model proper sideline behavior during games
- ✓ Be gracious in victory and accept defeat with dignity
- ✓ Deal in a respectful manner with officials and opposing coaches, no profanity, inappropriate gestures
- ✓ Refrain from teaching tactics that violate the spirit of the rules of their sport
- ✓ Hold players accountable for their behavior
- ✓ Conduct a pre-season team meeting to review the NPM with parents and players.

Players will:

- ✓ Be prompt to practices and games and communicate with the coach when missing is necessary
- ✓ Be gracious in victory and accept defeat with dignity
- ✓ Be respectful to others - No profanity, obscene cheers or gestures, negative signs, artificial noise makers, offensive remarks of a sexual nature, trash talking, taunting, boastful celebrations or other actions that would demean individuals or the sport.
- ✓ Treat game officials with respect – no complaining about calls during or after an athletic event
- ✓ Exercise self-control – no fighting or excessive displays of anger or frustration
- ✓ Promote healthy life-style encouraging good nutrition and rest
- ✓ Be open-minded, willing to listen and learn
- ✓ Encourage team work on and off the field
- ✓ Honor the spirit and letter of rules of the sport – avoid improper gamesmanship techniques that violate the highest traditions of sportsmanship
- ✓ Engage in positive cheering only.

Parents/Fans will:

- ✓ Cheer positively for their team
- ✓ Refrain from using artificial noise makers
- ✓ Refrain from shouting at officials
- ✓ Refrain from shouting coaching comments – leave coaching to the coaches
- ✓ Refrain from making demeaning comments regarding the officials or opposing school
- ✓ Support the coach even if you disagree
- ✓ Follow proper channels of dispute resolution
- ✓ Attend one of the scheduled NPM meetings

As part of the implementation of the NPM, parents must attend one of two NPM meetings conducted by the Athletic Director. One of these meetings will be conducted in the Fall for the Fall and Winter sports and the second will be conducted in the Spring for the Spring sports. The parents must attend one of these meetings for the player to be eligible to play during that season. Once the parents have attended said meeting they are free to participate for that school year.

CONSEQUENCES FOR VIOLATIONS OF ATHLETICS CODE OF CONDUCT

Players, coaches, or fans who violate the NPM code of conduct will incur the following sanctions:

Coaches

- ✓ Any coach receiving a technical or other official directed enforcement will have their coaching stipend fined at the rate of \$50 per occurrence.
- ✓ Any coach receiving three technical fouls or other official directed enforcement will not be retained as part of the next school year’s coaching staff.

Players

- ✓ Inappropriate court/field behavior may result in reduced playing time and/or benching.
- ✓ A player receiving an unsportsmanlike conduct penalty/ technical foul/yellow card or other official directed enforcement may receive coach directed discipline ranging from in game/in practice discipline to next game suspension. If a player is ejected from a game, he/she is subject to the TAPPS ejection rule, and that incurs a \$150 fine paid to TAPPS and a suspension from the next scheduled contest. Fine is paid by POPCS and then POPCS is reimbursed by the parent.
- ✓ Continued game/practice misconduct will result in removal from the team.

Parents/Fans

- ✓ May be ejected from the contest for inappropriate behavior.
- ✓ Persistent violations may result in that parent/fan being asked not to attend future contests.

CONFLICT RESOLUTION

An additional piece of the “Next Play Mentality” is the adherence to the following conflict resolution process.

Step One: Student-Athlete contacts coach – The student-athlete should present the conflict/issue to the coach as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.

Step Two: Parent contacts coach – If needed the parent contact the coach directly. Parents are asked to refrain from contacting the coach just before, during or after a game or practice. The parents should contact the coach via email or phone call to set an appointment to meet with the coach.

Step Three: Contacting the Athletic Director -- If a satisfactory solution/resolution is not reached through direct contact with the coach, the student and/or parent should contact the Athletic Director. The coach should be informed that this contact is going to be made. As needed, a meeting may be scheduled involving all concerned parties in an attempt to reach a satisfactory resolution. The AD will respond to student athletes and parents in a timely manner as to the disposition of their concerns.

Step Four: Contacting the Principal -- If there is still not a satisfactory resolution, the student or parent may contact the High School Principal. The Athletic Director should be informed that this contact is going to be made. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

Retribution – Students and parents must be confident that the voicing of an opinion or concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that, after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at POPCS.

OTHER POLICIES FOR COACHING

FUNDRAISING

A coach must consult with Athletic Director prior to initiating any additional fundraising activities. Players may only be asked to engage in fundraising activities after they have been selected to a team.

RECRUITING

Recruiting for an athletic purpose only is forbidden by TAPPS. Coaches may have contact with students at the middle school level, at youth camps, in club sports and in the community. Encouraging students to come to POPCS as athletes only is not acceptable. Encouraging athletes to join a certain club team is also not acceptable.

CLUB SPORTS

Many athletes and coaches are involved with club sports. POPCS teams are independent from all club sports. Participation in club sports may not fulfill PE requirements, nor is it a criterion for playing on a POPCS team. Participation on outside club sports teams is not an excuse for leaving a POPCS team practice early or missing POPCS team practices or games.

GENERAL INFORMATION FOR PARENTS AND STUDENTS

ATHLETIC STAFF

Coaches manage their teams under the supervision of the Athletic Director. Some coaches are full time POPCS employees and some are hired on contract for an individual season. Varsity coaches oversee the JV, and Middle School programs for their sport.

The Athletic Director reports to the High School Principal. The Athletic Director provides for overall leadership and coordination among the various sports to facilitate programs that provide student/athletes with worthwhile learning experiences.

POPCS BOOSTERS EAGLE CLUB

The POPCS Eagle Booster Club supports the athletic programs of POPCS. In recent years, POPCS parents, through membership and fund raising activities have raised in excess of \$20,000 each year in support of the various teams that are part of the POPCS athletic program.

Membership - Families join the Eagle Booster Club voluntarily but once members will be called upon by the Eagle Club Executive Board to help with the various fundraising activities outside of the membership drive.

Fundraising - Parents help raise money through a variety of activities including, POPCS Concessions for Sporting events and from the purchase of Eagle Booster Club Spirit wear.

Parent Participation/Team Parent - Parents are encouraged to support their athletes, go to games, serve as team parents, help out in the concession stands, and help coordinate other fund raising efforts. Everyone is encouraged to attend Booster monthly meetings to share comments/suggestions/ideas. In order to facilitate communication between the different teams and the Eagle Booster Club, the club encourages each team to have a Team Parent who represents their team at the Boosters meetings, coordinates team fund raising efforts, plans team parties, and transportation when needed, etc.

Scholarships - The Eagle Booster Club offers four \$500 scholarship awards each year to the most outstanding graduating female and male athletes at POPCS. These are awarded at the POPCS Awards Chapel conducted at the end of each school year.

SPORTS SEASONS/OFFERINGS

Fall

Cross Country, Football, Volleyball, Cheerleading, Drill Team

Winter

Basketball, Soccer, Swimming, Cheerleading, Drill Team

Spring

Baseball, Golf, Softball, Track & Field, Tennis

Note: Athletic Fees Apply – see Addendum II

REQUIRED FORMS

The following forms are required to be on file in the Athletic Office before participating in Eagle athletics:

- TAPPS Pre-Participation Form
- TAPPS Medical Form (yearly during middle school and high school)
- POPCS Athletic Registration Form
- Receipt of Athletic Handbook form
- TAPPS Transfer Form (if applicable)

TEAMS

The POPCS athletic program consists of Middle School, JV and Varsity teams within each sport. The Varsity coach supervises the athletic program for each sport. On occasion, Varsity coaches may select JV players to attend practices or games, and/or playoffs. The coaches of all teams work together to build skills and develop players to compete successfully at all levels.

TEAM SELECTIONS

MIDDLE SCHOOL TEAM SELECTION GUIDELINES

Tryouts will be either one or two days in length. Dates for tryouts will be set by the athletic department and announced through an e-mail to parents. Selections will follow these guidelines:

<u>Sport/Activity</u>	<u>League(s)</u>	<u>Maximum Roster</u>
Cross Country	none	unlimited
Football	TAPS	unlimited
Volleyball	TAPS, IAA, TAPS-B	12
Fall Soccer	TAPS, IAA, PSA, PSO	22
Swim Team	none	unlimited
Basketball	TAPS, IAA, PSA, PSO	12
Cheerleading independent judges)	none	unlimited (Selection by tryout with qualified
Baseball	TAPS, PBA	20
Softball	TAPS, PSA	20
Golf	none	unlimited
Track	TAPS, IAA	unlimited
Tennis	none	unlimited

Note: Athletic Fees apply – see Addendum II

Selection Process

Each season POPCS coaching staff will conduct tryouts and make team selections. The desire of the MS athletic program is to be inclusive and allow those who wish to participate the opportunity to do so while competing against others of like or slightly better ability. Thus, team selections will be based on grade level, skill level, and attitude. The number of student/athletes trying out for each MS sport will determine whether teams will be formed to play in leagues other than TAPS and IAA so as to meet the ideal maximum roster of 10 players in volleyball , 22 players in soccer, 12 players in basketball and 20 players in baseball per team.

Playing Time

In the Middle School, it is the program's desire to provide each player with similar game playing time. However, one must understand that due to roster size, practice attendance, attitude, skill level, and flow of the game there will be some disparity in playing time.

HIGH SCHOOL TEAM SELECTION GUIDELINES

If needed, tryouts will be either one or two days in length. Dates for tryouts will be set by the athletic department and announced through an e-mail to parents. Selections will follow these guidelines:

<u>Sport/Activity</u>	<u>League(s)</u>	<u>Maximum Roster</u>
Cross Country	TAPPS	unlimited
Football	TAPPS	unlimited
Volleyball	TAPPS	
Varsity		10
JV		10
Freshmen		10
Swim Team	TAPPS	unlimited
Basketball	TAPPS	
Varsity		15 (both boys and girls)
JV		15 (both boys and girls)
Cheerleading	none	25 (Selection by tryout w/independent, qualified judges)
Eaglettes Drill Team	none	unlimited
		(Competition team must meet minimum requirements)
Baseball	TAPPS	20
Softball	TAPPS	20
Golf	TAPPS	20
Track	TAPPS	unlimited
Tennis	TAPPS	20

Note: Athletic Fees Apply – see Addendum II

Post Selection Process

Once the tryouts have been completed and the team selected, those players who were not selected will meet with the coach to review their individualized selection process report card. The reasons for non-selection will be discussed and encouragement to continue to work to improve necessary skills given. This student/athlete may be given direction to an alternative league and or team (if available).

Playing Time

In the High School, playing time is allotted at the coach's discretion. Each player's skill level is assessed by the respective coach and playing time earned by attitude, practice and game performance.

TEAMS PRE SEASON MEETING

Coaches meet with all student-athletes and their parents to discuss the following:

Athletic Fees

Safety requirements/rules/policies
School Transportation policy
Coaching philosophy including factors that affect playing time
Sportsmanship - The NPM Initiative
Team rules and expectations
Multi sport athletes/Leaving a team
Schedule of practices and games
Importance of parents' role in supporting their student athlete
How to communicate with coach regarding appropriate questions or concerns
Prohibitions on hazing of fellow athletes, and consequences of such behavior
Letter procedures (if applicable)

PRACTICES

Coaches will have regular practice schedules depending on availability of field, pool or gym space. Varsity practices are expected to be 2 hours in length, 5-6 days per week. JV practices will be no more than 2 hours in length and will occur 5 days per week. Middle School practices are usually 1 hour 15 minutes, 5 days per week. Early morning practices may be held due to facility availability. Coaches may schedule practice times or games during vacations depending on the season. Coaches may add additional practices but these practices may not be tied to team performance, (i.e. team played badly so a practice is added.) It is expected that coaches and players will abide by the POPCS Code of Conduct during all practices and games.

MULTI-SPORT ATHLETES/LEAVING A SPORT

A student athlete must complete the full season and any post-season games before trying out/moving on for/to the next season. All multi-sport athletes will have an opportunity to tryout (if necessary) for a team in a subsequent season, even if the season has started. Visit www.popcs.org for updated season and schedule information. Student athletes desiring to play two sports in the same season must schedule a meeting with both coaches and their parents to sign the Primary/Secondary Sport contract. This practice should be carefully considered due to the conflicts that arise with team schedules, practices and academics. In addition, a student athlete cannot leave (quit) a team during the season for any reason. This also includes being dismissed from a team. If a student athlete leaves or is dismissed from a team prior to the completion of a season they may not participate in any other sport for one calendar year and may return to play for that team the next school year only with that coach's permission. For each sport, the student athlete has until the first game that they can participate in to decide if they want to continue playing that sport for that season. Once they suit up for that first game they are then committed to complete the season. If they leave the team after suiting up for the first game then they incur the one year ineligibility. It is understood that on occasion extenuating circumstances may arise and those situations will be considered by the Athletic Director and coaching staff on a case by case basis.

GAMES AND TOURNAMENT SCHEDULES

Varsity Coaches schedule games unless they request this to be done by the Athletic Director. The Athletic Director reviews the schedules to identify any possible conflicts. Middle School games are scheduled by the Varsity coaches and the Athletic Department. All game schedules will be available at www.renweb.com.

SCHEDULE CONFLICTS WITH OTHER SCHOOL COMMITMENTS

Athletes may request to miss a practice or game in order to participate in another academic or extra-curricular school activity such as music performance. Athletes must recognize that missed practices or games may result in reduced playing time in future contests.

OFF SEASON PRACTICES

TAPPS establishes that coaches may work with student athletes for one hour during the preseason and off-season periods. Pre-season, off-season activity is voluntary. Coaches will clearly explain to student athletes the benefits of off-season conditioning. Coaches may provide information about recommended pre-season practices and conditioning activities. No athlete currently competing on a POPCS team may participate in pre-season activities for a subsequent season. Pre-season, off-season conditioning is not a requirement for team selection. However, Varsity/JV coaches may articulate the expected level of conditioning and skill development for team selection.

HAZING

Hazing is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student or person. Hazing is strictly prohibited at POPCS.

COACHING EVALUATIONS

Coaches are evaluated by the Athletic Director annually on criteria including:
Attendance at mandatory coaches training each year; upholding policies and regulations of the POPCS and TAPPS; exhibiting the same high standards of behavior and commitment expected in an academic classroom; clear communication with student athletes and parents regarding coaching philosophy, team rules and expectations, practice and games schedules, and procedures for conflict resolution. Student athletes and parents are invited to complete a survey at the end of the season

UNIFORMS AND EQUIPMENT

Athletes are issued uniforms and equipment for each team. All Equipment and uniforms must be returned to the head coach or athletic director within 7 days of the last game. A student will be charged for the replacement cost of uniforms and grades/schedules will not be released until all obligations are met.

LEAGUE INFORMATION

High School

POPCS is a member of the Texas Association of Private and Parochial Schools (TAPPS). The Purpose of TAPPS is and shall be to organize, to stimulate, to encourage and to promote the academic, athletic and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship and wholesome competition for boys and girls. The TAPPS slogan is “Completion with Honor.”

The objectives of this organization are:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition so that School Boards, Administrators and school faculties will regard interscholastic athletics as an educational resource to be encouraged and fostered.
2. To establish the responsibility for the administration of high school athletics by member schools in order to ensure satisfactory supervision.
3. To provide a constitution, by-laws, and organization through which member schools shall administer their interscholastic athletic programs.
4. To cultivate cordial and friendly relations among schools through good standards of sportsmanship.
5. To promote equal opportunities for all involved in TAPPS competitions.

The TAPPS organization provides districts or divisions that provide the majority of a team’s regular season schedule. However, the high school teams may/will also schedule non-district/division opponents as well as public school (UIL) teams to complete their regular season schedule.

Middle School

The middle school athletic program holds membership in two leagues, the Texas Association of Private Schools (TAPS) and the Interscholastic Athletic Association (IAA). League play provides the majority of the middle school athletic schedules but the middle school teams also play TAPPS district and public school opponents when possible.

COACHES HANDBOOK

Employment Requirements

All coaches must have completed the following paperwork and have it on file in the POPCS Human Resources Office.

Application

I-9 (Employment Eligibility Verification)

Oath

W-4

Completed Background check

Social Security Card

Drivers License

Valid CPR card

Valid First Aid Certificate

Certificate of Completion of the NFHS Coaches Clinic if less than 5 years of coaching experience in a school setting. (applies to high school coaches only)(TAPPS requirement)

Physicals

Protect yourself and everyone by working with the Athletic Office to make sure all student/athletes on your team have an up-to-date medical physical on file. The Athletic Office will provide copies for you as you travel.

Roster and Eligibility

Prepare an alphabetical and numerical roster of your students and submit to the Athletic Office.

Discuss eligibility with your team. Students should be made to understand that if they participate while ineligible, the team could suffer by forfeiting the games that the student has played in and additional games as well.

Communication

Coaches are **required** to use RenWeb as your means of email communications with your team. When using RenWeb to communicate:

Everyone who needs to know will be notified.

Ensures better accuracy of rosters.

All vital lists will be pulled from RenWeb:

TAPPS eligibility

Fees for billing

Rosters

Cancellations or Schedule Changes

In the case of Cancellation/Rain outs, it is important to take quick action. Call the Athletic Office first so the following can take place:

1. Notify team and team parents of cancellation using RenWeb.
2. Cancellation of transportation arrangements.
3. Inform the officials.
4. Reschedule and notify the Athletic Office of the new play date.

Schedule

Produce your schedule and submit to AD for review or ask AD to do your schedule for you. Once schedule is approved, provide a team roster and game schedule to the AD so that faculty members can be informed of early dismissals (keep early dismissal to a minimum) so that faculty members can be informed of early dismissals from

academic classes. Remember that they are students first and athletes second so they should not leave any sooner than absolutely necessary. The Athletic Office will secure officials.

Tournaments/Fees

For the 2010-2011 school year, coaches may only schedule their team into two tournaments. You must provide the AD with any check requests for tournament fees one month in advance of playing in a tournament for fee check requests.

Practices

Keep them reasonable in length and frequency. Remember that facilities must often be shared, so be sure to work with other coaches who need the same field or gym. Additional practices should not be scheduled as punishment for losing a contest.

Transportation

Each coach is encouraged to obtain their CDL so that they can drive a school bus to transport their team.

A parent may drive their student home after a game after notifying the coach. Parents may drive additional players home following games with approval of the coach. Due to the limited number of buses, coaches may request parents drive teammates to away games. Unless absolutely necessary teammates are not to transport teammates.

Uniforms, Equipment and Keys

Coaches must take responsibility for the uniforms and equipment that are issued to a team. Our school budget purchases uniforms on a three year cycle so it is our expectation that uniforms are collected and retained for that time period and beyond. Many varsity uniforms may be passed down to JV and middle school teams if sizing and wear allows. It is, therefore, essential that you keep accurate records of what is issued to each student and be sure it is returned. In case some items are not returned, the AD should be informed and provided with all delinquent names and what they owe. Head coaches will provide an inventory of supplies and equipment in your end of season review so that orders can be prepared for next year. Please see the Athletic Office for keys that you may need. Hold on to your keys. Do not lend keys to students!

Accident and Injury Reports

Coaches will carry medical forms for all players at all practices and contests. If an accident or injury occurs, the coach submits a written incident report (this can be done electronically) to the Athletic Director within 24 hours. If the injury is serious the coach will call 911, (9-911 on our school telephones) and the parent. The coach will stay with the student until help is secured. If an athlete misses practice on the request of a physician the athlete should have a note of clearance before returning to practice.

Sportsmanship and Conduct

Your power to say who plays gives you the ability to influence your players for the good. Insist on proper conduct and good sportsmanship. It is expected that everyone will adopt and engage the NPM Initiative. Student behavior at any time should not be tolerated. Be sure you inform the parents and the Athletic Director about any major or persistent misconduct. Consult the A.D. as needed for advice, support and direction. Violations of sportsmanship,

such as bad temper, dirty play, or talking back to an official may mean their removal from the game. You can influence them most by your own conduct. Speak up when you feel the rules are not being followed. However, avoid recrimination and be very careful about protests. You and your students are representing the school. Think about how your players might describe your conduct at the dinner table that evening. Model good sportsmanship and respect for all athletes, officials, and fans. Keep the NPM at the forefront of your mind.

Substance Abuse

Is not tolerated and requires action from the POPCS Administration.

Recruiting

Recruiting/Inducement is not allowed and is a TAPPS violation. TAPPS defines inducement as the following:

Inducement includes but is not limited to the following:

- a. Offer or acceptance of the payment of tuition
- b. Offer or acceptance of a reduction in tuition payments (outside of School Financial Aid Programs)
- c. Offer or acceptance of board
- d. Offer or acceptance of lodging
- e. Offer or acceptance of transportation
- f. Offer or acceptance of a job for a parent or guardian
- g. Offer or acceptance of payment for athletic camp registration
- h. Offer or acceptance of payment for summer conditioning programs, or conditioning camps
- i. Offer or acceptance of cash payments
- j. Offer or promise of University or college scholarships
- k. Offer or acceptance of free or reduced cost private instruction
- l. Offer or acceptance of any other valuable consideration

As coaches you may have contact with students at youth camps and in the community. Encouraging students to come to POPCS as athletes only is not acceptable. Talking to students' parents or them about their future school placement is very easy to misinterpret and should be avoided. If a parent approaches you about POPCS please refer them to the Admissions Office for further information regarding enrollment.

Fundraising

If you and your team decide you want raise funds for uniforms or other purposes, be sure to discuss it with the A.D. This must be cleared with the Development Office in advance.

League Meetings

Attend all district coaches' meetings, especially for the purpose of nominating all district teams. If you are not there, your students will not be represented, and they should be.

Publicity

Call in scores to the Dallas Morning news after games or designate an assistant coach or parent to do so. You should also submit periodical articles to Wynne Willis (wynne.willis@princeofpeace.org) in the Marketing Office that chronicle the special accomplishments of your team.

Team Parents/Team Meeting

All head coaches are required to have a team meeting with parents and players. The following listing is what needs to be discussed in these meetings:

- Athletic Fees
- Safety requirements/rules/policies
- School Transportation policy
- Coaching philosophy including factors that affect playing time
- Sportsmanship – The NPM Initiative
- Team rules and expectations
- Multi sport athletes/Leaving a team
- Schedule of practices and games
- Importance of parents' role in supporting their student athlete
- How to communicate with coach regarding appropriate questions or concerns
- Prohibitions on hazing of fellow athletes, and consequences of such behavior
- Lettering procedures (if applicable)

Hazing

Do not allow hazing of athletes. As coach of the team, you are responsible for the safety of all your athletes. As a coach you are liable if your athletes are involved in "hazing" activities. We are past the point where this type of

behavior could be considered “team building”. As coach of the team, you are responsible for the safety of all your athletes. If one of your athletes hazes another athlete, regardless of the circumstances, it is wrong and needs to be dealt with.

Coaching Evaluations

The Athletic Director will evaluate each coach at the end of his/her season. These evaluations are to be used as a tool for positive reinforcement and constructive criticism.

Summer Camps

Coaches are encouraged to host summer camps. These camps are part of the POPCS summer in the Zone program and the camp details must be submitted to Meredith Brady no later than March 31. Coaches may also take their varsity teams to team camps or encourage their players to attend an individual camp. Coaches and players are financially responsible for all costs incurred for team or individual camp attendance.

Off Season Workouts

Off-season workouts are voluntary for the student athletes. Requiring students to participate turns them into practices and violates TAPPS rules. Coaches may explain the benefits of pre-season workouts and suggest conditioning regimens. The choice of attendance is up to the student athlete.

Multi Sport Athletes

It is expected that each member of this coaching staff will support the entire athletic program and support athletes who must complete the prior season before starting the next season. Encouraging athletes to participate in one’s sport should be done in a positive manner and no POPCS coach should discourage a student athlete from participating in another sports team at POPCS.

Safety

There are inherent dangers in all sports activities. Coaches must alert student athletes of potential injuries even though certain risks are consented to by students and parents. Coaches must inform the Athletic Director of faulty equipment and unsafe conditions in the practice or playing area immediately upon their discovery. Culpability is assured if any of us are found negligent in our assignments.

**PRINCE OF PEACE CHRISTIAN SCHOOL
ATHLETIC FEES
2010-2011**

Baseball (Varsity)	\$220	
Baseball (Middle School)	\$190	
Basketball (Varsity)	\$220	
JV Basketball boys or girls	\$190	
Basketball (Middle School)	\$190	
Cheerleading	\$1,085	
Cheerleading (MS)	\$595	
Cross Country	\$160	
Cross Country (Middle School)	\$130	
Drill Team (Varsity)	\$200	(additional fees incurred on an individual basis depending on uniform needs and activities)
Drill Team (Junior)	\$710	
Football (Varsity)	\$320	
Football Middle School	\$265	
Golf (Varsity)	\$265	
Golf (Middle School)	\$190	
Soccer (Varsity)	\$220	
Soccer (JVG,JVB)	\$190	
Soccer (Middle School fall)	\$180	
Soccer (Middle School winter)	\$100	
Softball (Varsity)	\$220	
Softball (Middle School)	\$190	
Swimming (Varsity)	\$220	
Swimming (Middle School)	\$165	
Tennis (Varsity)	\$195	
Tennis (MS)	\$160	
Track (Varsity)	\$220	
Track (Middle School)	\$190	
Volleyball (Varsity)	\$220	
Volleyball (JV)	\$195	
Volleyball (Freshman)	\$185	
Volleyball (Middle School)	\$180	

Note: All student/athletes will be billed upon submission of finalized rosters and prior to district play.

ADDENDUM III

Athletic Facilities Usage Policy

This policy pertains to the two gymnasiums (north & south) and the athletic fields, track, tennis courts and batting cages located at 4000 Midway Road, Carrollton.

First priority for usage of these facilities is activities related to the operation of Prince of Peace Christian School followed by activities directly associated with the ministries of Prince of Peace Lutheran Church. Other individuals/organizations may request use of these facilities based upon availability and with parameters outlined in this policy.

Profit entities will be assessed fees and deposits **in advance** as outlined below:

Rates

- North Gym:
 - \$15 per hour for team practices for those not organized by the school or church
 - \$10 per hour for private lessons (1-3 persons; additional \$10 per person after that)
- South Gym:
 - \$25 per hour for team practices for those not organized by the school or church
 - \$15 per hour for private lessons of non-POP students or by non-POP coaches (1-3 persons; additional \$10 per person after that).
 - \$10 per hour for private lessons of POP students or by POP coaches (1-3 persons; additional \$10 per person after that)
- Multi- Purpose (Grass) Field:
 - \$30 per hour for all uses
- Batting Cages:
 - \$25 per hour for all team uses
 - \$10 per hour for private lessons of POP students or by POP coaches
- Football Field/Soccer Field/Track:
 - \$2,500 Stadium rental for other than school use
 - \$500 Stadium rental for leagues in which POPCS is a participant
- Tennis Court
 - \$10 per hour for all uses

POPES Parent/POPLC Member usage of track & tennis courts

- Tennis will be scheduled through Theresa Woodall through the 2009-2010 school year.
- Track will be open for walking, jogging, running in lanes 4-8 only M-F 7am-8am and M-Tu, Th-F 6pm-8pm, Saturdays from 8am-4pm. Recreational football/soccer field use or use of lanes 1-3 is not permitted at any time.

All organizations using Prince of Peace athletic facilities must provide a Certificate of Liability Insurance with Prince of Peace Lutheran Church listed as the secondary insured. All coaches providing private lessons will have a liability waiver signed by their client(s) and that client's (clients') parents.

All organizations or individuals requesting gym, field, batting cage or stadium use with the exception of school organized athletic teams must complete an "Athletic Facilities Request Form". The form is due one week in advance and payment is due at the time the request is confirmed. The request does not become final until payment is received. In the event that the requested facility becomes unavailable, any pre-paid fees will be applied to a future use request.

Decisions regarding the scheduling of facilities and their usage will be made by the Associate Athletic Director or the Athletic Director. Their decision(s) is/are final.

Dates of Closure

Athletic facilities will not be available for ANY use on the following dates:

- January 1
- Good Friday
- Easter Monday
- Memorial Day (Monday holiday)
- July 4
- Labor Day
- Thanksgiving week - Wednesday noon-Friday
- Christmas Eve
- Christmas Day
- New Year's Eve – from 6pm
- Sundays

In addition, athletic facilities will not be available for use:
Wednesdays after 6:15pm

Prince of Peace Christian School
Athletic Department
Facilities Usage Request Form

Name: _____

E-mail address: _____
(if new)

Cell phone #: _____

Date(s) and time(s) requested:

*Single use:

Date: _____ from _____ to _____

*Recurrent use:

Every _____ from _____ to _____

Start date: _____ End date: _____

Purpose:

- POP Team (list team _____)
- Private lesson—POP student (name _____)
- Private lesson—non-POP student
- Non-profit use (list _____)
- Other _____

Facility requested:

- North Gym
- South Gym

Fees (as outlined in the POPLC Athletic Facilities Usage Policy).

Form must be turned in to the Athletic Department with payment at least one week prior to requested date. You will be notified if the facility is available. Make checks payable to POPCS and turn them in to Theresa Woodall.

Proof of insurance must accompany this form or be on file with POPLC. Non-profit users must provide proof of 501C non-profit status.



ADDENDUM IV

Prince of Peace Christian School
Athletic Team Registration

Name: _____ Age: _____ Grade: _____

Parent(s) Name(s): _____

Address: _____ City: _____

Zip: _____ Birth date: _____ Gender: M / F

Home Phone: _____

Mom Work Phone: _____ Dad Work Phone: _____

Mom Cell Phone: _____ Dad Cell Phone: _____

Two emergency contacts other than parents:

Name: _____ Phone: _____

Name: _____ Phone: _____

Any allergies or other limitations? Yes: _____ No: _____

Insurance Information

Insured's Name: _____

Insurer: _____ Phone: _____

Policy Number: _____ Group No.: _____

Primary Care Physician: _____ Phone: _____

1. I, (print name) _____, parent and/or guardian of _____ (child's name), born (mo) ____ (day) ____ (year) ____ hereby authorize any licensed physician and/or hospital to administer any and all treatment necessary to maintain the health and well-being of my child in my absence.
2. My child, _____, has permission to attend Prince Of Peace Christian School team functions and I hereby authorize Prince of Peace Christian School to arrange for my child's transportation to a local emergency room in case of accident or injury.
3. I hereby release the Prince of Peace Christian School staff, volunteers and cooperating agencies from any liabilities, damages, or injuries, not covered by insurance.
4. I, (print name) _____, parent and/or guardian of _____ (child's name) hereby authorize the athletic department to photograph and publish said photographs of my child participating in school athletics.
5. I understand that I will be billed for my child's participation in a school sport according to the schedule of athletic fees published by the Athletic Department.

Parent/Guardian's signature for (1) medical services, (2) permission to attend and transport, (3) insurance release, (4) permission to photograph and (5) acknowledgment of athletic fees.

Signature of Parent/Guardian

Date

ADDENDUM V

Ten Principles for Parenting An Athlete

- Be positive with your student-athlete. Let them know they are accomplishing something simply by being a part of the team.
- Avoid offering excuses for the student-athlete if they are not playing or seeing only limited action. Encourage them to work hard, reach their potential, and contribute to the team's efforts.
- Open criticism of the coaches is unnecessary. By openly criticizing the coaches, your student-athlete becomes trapped between the coach's authority and the parent's criticism. This situation merely erodes the athlete's effectiveness and affects their contributions to the team effort.
- Encourage and support your student-athlete's efforts to follow the team's rules and athletic code. Remember that you sign a parent athletic pledge stating your support of the athletic code, its enforcement and penalties. This is a year-round responsibility and not limited to the athletic season.
- Emphasize the importance of academics and understand the academic requirements necessary for participation in interscholastic athletic activities. With few exceptions, most student-athletes do not receive athletic scholarships. Their future as an active, contributing citizen is determined by their academic abilities, not their high school athletic abilities.
- Criticizing or showing envy in relation to the failures or successes of other student-athletes is inappropriate behavior. Most are trying the hardest on any given day and they deserve respect for their efforts. Living your life vicariously through your student-athlete puts undo pressure on all concerned. Remember, a sport is a game and it is supposed to be fun.
- The coaches work with the athletes on a regular basis and they have had the opportunity to evaluate the athletes' strengths and weaknesses objectively. Focus your energy toward being a supporter of the team and do not waste it tearing the team down. Remember, every team is composed of three groups: athletes, coaches, and parents. Be a positive part of the team.
- Emphasize good sportsmanship with your student-athlete. Win or lose, they must show respect for opponents and demonstrate the maturity necessary to show class. In addition, encourage your student-athlete to respect the authority of the officials. Self-respect begins with self-control.
- Emphasize that "team" must take precedence over the individual. Recognition of individual's contributions happens at the end of the season. Recognition is directly affected by the success of the team and the individual's contribution to the team's success. Remember, there is no "I" in the word team.
- The lessons learned through athletic competition are lessons for life. The skills learned are for leisure in the future. Keep sports in perspective.