

PCCS ATHLETICS HANDBOOK 2018-19

(rev06/26/18)



"Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ." (Phil 1:27)

Welcome to PCCS, home of the Poetry Pioneers. The PCCS athletics program is a valuable educational tool in teaching our students skills for lifelong success and in helping them grow as Christians. Thank you for partnering with us for another great year of athletic competition at PCCS!

ATHLETICS PROGRAM OBJECTIVES:

- Above all, to reflect Christ and give glory to God at all times.
- To exemplify a positive attitude and strong Christian values.
- To develop Christ-like character, including such qualities as self-control, confidence, loyalty, leadership, discipline, humility, respect, responsibility, teamwork, work ethic, mental toughness, honesty, integrity, initiative, an "others first" attitude.
- To develop individual and team athletic skills necessary to reach God-given potential.
- To measure success by performing to the best of the team's and athlete's ability.
- To foster school and community spirit.
- To provide opportunities to disciple students in Christ-likeness.

SPORTSMANSHIP: Athletes, coaches, fans, and parents are expected to exhibit Christ-like behavior and communications at all times. That means during practices and games as well as all other times where athletics is pertinent including communications with coaches, referees, fans, opposing team members, between parents, and similar. Respect, self-control, humbleness and kindness are fruit of the Spirit and part of Sportsmanship. See specific requirements for Athletes, Parents and Coaches, below.

COMMUNICATION PROTOCOL: Athletics program success depends upon effective communication. Due to the nature of athletics, it is expected that athletes and parents may have questions, perceptions that they wish to express, and constructive comments for a coach. Communicating with others, independent of the coach or Athletics Director (AD), can lead to alliance building, disrespect, and misunderstandings. Athletes, parents, and coaches are required to follow the communications protocols set forth below.

All Athletes, Parents, and Coaches must sign and turn in the PCCS Athletics Acknowledgement (last page) to the Athletics Secretary in order to participate in the PCCS Athletics Program.

TEAM MEMBER POLICIES

ELIGIBILITY TO PARTICIPATE

I. LEAGUE REQUIREMENTS

- A. PCCS is a member of TCAL (Texas Christian Athletic League-high school league/varsity) and CSAF (Christian Schools Athletics League-junior high and elementary league). PCCS is subject to the rules of the leagues, as revised from time

- to time by those leagues, for applicable teams. PCCS Karate is a member of the Christian Soldiers Karate organization; policies for PCCS Karate are found in a separate policy document. Each athlete must meet league rules and eligibility requirements.
- B. TCAL is a high school league providing opportunities for varsity-only competition. Junior Varsity teams are reserved for younger, less experienced players.
1. **Seniors**: By league rules, 12th graders may not play on Junior Varsity teams; that means that 12th graders who try out and do not exhibit varsity-level competition skills will not be on that particular team.
 2. **Semester Limit**: Once a student enters 9th grade, he/she has a total of eight semesters to compete in varsity athletics.
 3. **8th Graders**: PCCS permits athletes in 8th grades to participate on high school teams by invitation; please be aware that some leagues (such as TAPPS and UIL) limit eligibility for high school sports to a total of four years and that playing above your grade level now may affect your eligibility for high school sports in the future if you transfer to another school.
 4. **Physical**: Each athlete must complete a Pre-Participation Physical and file it with the athletic office at least every 12 months
 5. **Meet Transfer Requirements**: If a student transfers to PCCS after the first day of school and that student participated in sub-varsity or varsity in the 9th, 10th, 11th, or 12th grades, TCAL must pre-approve that student's participation in varsity athletics at PCCS. If such approval is granted, parents must sign a TCAL certification and there is a 15 day waiting period before that student can participate in PCCS varsity athletics. In the case of foreign exchange transfer students, the same approval rules apply except that such student must have a one-year waiting period to participate in varsity athletics at PCCS, as per TCAL policy.
 6. **"No Pass – No Play"**: Eligibility reports for high school teams must be submitted to TCAL four times per year. Any student failing the grading period will be ineligible for a period of three weeks. At that time, grades will be checked again. If student is not passing **all** subjects, the player will remain ineligible for another three weeks. If said student is passing **all** classes, they will once again be eligible for play.

II. PCCS "GOOD STANDING"

- A. **Christian Model**: As a PCCS athlete, you represent God and your school. Your attitude, actions, and academic success are more important than your athletic ability. Participation in athletics is a privilege not a right. Each athlete must earn this privilege through dedication, attitude, behavior, and discipline in school work, on the athletic field/court and on/off campus.
- B. A player is considered in "Good Standing" if he/she is in compliance with the policies and expectations presented herein.
- C. **Administrative Requirements**
1. **PCCS Athletics Fee Paid**: Each athlete must pay an up-front nonrefundable participation fee for each team he/she joins. This fee encourages commitment to the team through the season and helps defray costs for team entry fees, referee fees, uniforms, equipment, and team practice shirts. Depending upon league schedule, athletes may be required to cover the expenses for at least 1 out of town game event.

2. Signed PCCS Authorization Form & Immunization Records Filed: All students must have a current signed Authorization Form on file which includes a *Release, Waiver, Indemnification and Hold Harmless* provision as page 2 and a notice that PCCS does not carry student accident insurance (it is the family's responsibility to secure and maintain insurance to cover student's medical conditions and any medical expenses student may incur in relation to or as a result of participation on an athletics team or otherwise). Each athlete must be up to date and file with the school office a record of Immunizations (or Exemption)
3. Medical – "Released to Play" requirement: *If an athlete has a condition or injury that affects him/her ability to participate in athletics, then he/she must provide the Athletics Secretary with physician's evidence that he/she "released to play." Further, if a coach observes that a player's physical condition appears impaired such that his/her participation in athletics is affected, the school may, in its discretion, bench the athlete and require said student to seek medical care and provide physician's evidence that he/she "released to play."*
4. Weekly Grade Report: In addition to the TCAL policy above, PCCS will generate grade reports each Monday for all athletes.
 - a. If such grade report reveals that an athlete has a failing average (below a 70%) in one or more classes, then he/she may not attend games/meets until a subsequent Monday grade report reveals no failing grades. PCCS will not begin generating Monday grade reports until after the first 6 weeks grade reporting period. Athletes are not given special treatment or extra-credit assignments in order to improve an average, unless such accommodations are also available to non-athletes in the same circumstances.

III. PCCS EXPECTATIONS

A. Attitude & Behavior

1. Follow school rules, including those listed in the current PCCS Parent-Student Handbook. School rules apply to players before, during and after practices and games/meets on and off campus.
2. Follow the Athletics Program Policies and Objectives identified here and all instructions given and rules established by your Coaches.
3. **Display Christ-like character through words and behavior.**
4. Act and speak respectfully (e.g., to your teachers, Coaches, staff, fellow players, other team, Referees/officials, and spectators) before, during and after practices and games/meets.
5. Be fair, civil, honest and responsible.
6. Display a good attitude and be positive, not sour.
7. Bickering, jealousy, bad mouthing others, profanity, taunting, gossiping, excluding others, and the like are not permitted and undermine the program's objectives.
8. Team cheers or chants must be positive and uplifting, not designed to taunt or embarrass the other team or players.
9. Be a good sport.
10. Never leaving a practice or game without permission of the Coach.
11. Practices & Games
 - a. Attendance is a critical component of team membership. All members shall attend scheduled practices and games. Absences must be approved by the

- coach **before the absence occurs** (e.g., family emergency, verified illness, or other unavoidable absence) (see Discipline, below).
- b. Dressed out for practices and games
 - c. Practices/Team Meetings: Arrive early enough to be fully dressed out in the practice uniform **and ready to participate on time**, stay for the entire practice, and work-out diligently. Level of practice commitment will affect grades in the athletics classes.
- B. Care of Facilities, Equipment, Uniforms: Every practice or game/meet day, each player is responsible for ensuring that the facilities (including practice area, restroom, weight room, etc.) are clean and tidy, all equipment is returned to its proper place and locked, all personal items are removed or stored in the proper place, and all trash is disposed of properly.
- C. Proper Grooming and Attire:
1. Your personal appearance not only reflects your attitudes but those of your school. Therefore, you are required to exhibit good personal hygiene and grooming, be clean-shaven, deodorant/antiperspirant, and follow all PCCS Dress Code policies at school and during all practices and before/during/after games, including non-marking athletic shoes (e.g., no caps or headbands, saggin' or low rise pants, tank tops, torn clothing, etc.).
 2. Practices: Only PCCS athletics program practice uniforms may be worn. No tank tops are permitted.
 3. Home Game and Away Game Attire for Athletes: PCCS athletes represent our school at home and away games. When athletes arrive on campus or at the away game venue for game nights in which they are scheduled to play, they must wear before and after games (1) team uniform, team shirt or athletics practice shirt and (2) slacks, jeans or mid-thigh athletic shorts (denim shorts not permitted)

DISCIPLINE

I. PCCS Athletes will be subject to disciplinary measures as follows:

- A. Does not comport with the policies of this Handbook, including EXPECTATIONS OF ATHLETES
- B. Receives a sanction from an Official/referee such as a “technical foul” or to be ejected from a game
- C. Unexcused Absences from Games/Practices. Absences from practices and games are taken seriously because these are team sports and depend upon team participation; absences will be excused IF 1) THE HEAD COACH IS NOTIFIED PRIOR TO THE ABSENCE and 2) such absence is due to a family emergency, verified illness, or other unavoidable absence approved by the Head Coach. The following are unexcused in all instances and will be subject to discipline: not able to get transportation, homework, recreational family or friend activities, phone not working, after-school detention, mismanagement of time, outside work, or other sports events.
- D. Equipment/Uniforms/Facility: If a player damages or fails to care for or return any school, team or player equipment/uniform or damages any part of the facility, he/she (and his/her parents) will be responsible for paying the replacement cost of or repairing that item.

II. Athletics Program Discipline is handled by the Head Coach, Athletics Director, and/or PCCS Administration.

III. Disciplinary measure include, but are not limited to, for specified periods of time: benching (no play), additional exercises (e.g., laps, towels, rockets, bear crawls), study hall referral (e.g., to bring up failing grade), and/or referral to the PCCS Administrative Office.

TEAM ASSIGNMENTS

- I. Team try-outs will be scheduled for Varsity teams by the Head Coach with approval of the AD, and decisions will be made by the Head Coach with consultation of the AD and Administrator. Tryouts may be scheduled for 8th grade students for junior varsity positions at the Head Coach's discretion with approval of the AD. At the Head Coach's discretion and subject to league rules, an athlete may be assigned to or allowed to try-out for a team above his/her academic grade level.
- II. If a student is assigned to a particular team, he/she may be asked by a coach of a higher level team to act as a substitute (which means that person may practice and travel with the higher team but is not guaranteed any playing time). This also serves to allow lower level team members to gain some insight and experience at a higher level of play.
- III. Exceptions:
 - A. 8th and 9th grade students are not expected to participate in varsity, unless a JV team is not formed or said player demonstrate exemplary skills.
 - B. 12th grade students cannot try out for any team other than varsity; however, 12th graders who try out are not guaranteed a position on the varsity team (*skills and abilities and attitude as well as prior team membership and commitment will be considered*).
 - C. Any student who wishes to sign up for a team that does not have tryouts will be guaranteed a position on an age-appropriate team (e.g., JV, JH, Elem).
- IV. Students may not be enrolled in a Team Athletics class unless those students are also playing on that team (other P.E. credits are available to those students).

PLAYING TIME

- I. At PCCS, every player who commits to the team and follows the rules will participate; however, it is anticipated that players with less skill will have less playing time than players with stronger skills.
 - A. Non-Varsity Teams: The goal is for every such player to play in each elementary, junior high and junior varsity game.
 - B. Varsity Teams Only: PCCS varsity membership is on a tryout-only basis with a focus on exemplary performance, not unlike the school's academic teams, and preparing those players for college and scholarship opportunities. As such, PCCS varsity team coaches have historically sought additional opportunities for challenging competition (e.g., tournaments, scrimmages, and invitational competitions with non-TCAL teams) and are encouraged to continue to do so. Varsity coaches are required to use good judgment in evaluating playing time of every varsity team member. Players with less skill are assured more playing in matches with less challenging competition but are not guaranteed playing time in a highly competitive match. Regardless, all players of the team are guaranteed some playing time during each weekly game schedule.

COMMUNICATION PROTOCOL

- I. Address any misunderstandings, grievances or concerns privately with the Head Coach and/or your parents.
- II. **Do not communicate your disagreements to others.**
- III. Sycamore School Management System as the primary communication tool for posting practices and games.
- IV. Do not obligate yourself to outside activities or jobs that interfere with your commitment to meet team requirements.
- V. Physical fitness throughout the year is important for a well-rounded physically-fit athlete. Therefore, athletes are strongly encouraged to participate in a conditioning program appropriate for your sport, and cross-train (or enroll in an off-season sport) during the off-season and school breaks.

AWARDS & HONORS

- I. In order to be considered for nomination for athletics honors or awards (e.g. league All-Regional or All-State teams, PCCS athletics honors, etc.), an athlete's academics, attitude and behavior on and off campus must be exemplary throughout the season.
 - A. Disciplinary record: At a minimum, an athlete is automatically disqualified from nomination if, at any time during the season, he/she is or was subject to any type of probation or suspension or subject to discipline for Category 2 or Category 3 misconduct as defined in the current PCCS Parent-Student Handbook.
 - B. Academic record: Any player with a class average below 70% at the time of nominations for an Athletic Honor or Awards does not qualify for any such honor or award.
 1. In the event a player who is disqualified for a PCCS athletics honor or award subsequently raises his/her class average to 70% or above at least 1 week prior to the Annual Athletics & Academics Award Night, reconsideration for receiving an honor or award may be permitted by the AD, in coordination with the PCCS Administrator.

FAMILY/PARENT POLICIES

ATTITUDE & BEHAVIOR

- I. Parents, family members and your guests represent the school. Your attitudes and actions matter.
- II. **Display Christ-like character through words and behavior at all times.** That includes before, during and after all practices & games/meets
 - A. Act and speak respectfully (e.g., to Coaches, staff, other parents, PCCS players, other teams, Referees/officials, and spectators) before, during and after practices and games/meets.
 - B. Be fair, civil, honest and responsible.
 - C. Display a good attitude and be positive, not sour.
 - D. Bickering, jealousy, bad mouthing others, profanity, taunting, gossiping are not permitted and undermine the program's objectives.

- E. Team cheers or chants must be positive and uplifting, not designed to taunt or embarrass the other team or players.
 - F. **IMPORTANT:** Booing, taunting or other negative behavior or words directed toward anyone including officials, opposing teams, coaches and/or other fans is strictly prohibited and will result in immediate action including removal from the game/meet, removal from future games/meets, their child's removal from a team and/or their family being dismissed from the school.
 - G. Be a good sport. Bad behavior, including any behavior which causes you to receive a reprimand from an Official/referee will subject you and your child to discipline by the PCCS Administration.
 - H. Congratulations and "Pat on the Back" are encouraged during and after every game...to our team and opposing team.
 - I. All parents, family members and their guests must follow all PCCS rules*, dress modestly and respect the objectives of the PCCS Athletics Program.
- III. Parent "coaching from the sidelines": Do not "coach" from the sidelines, interact with the players, or interfere with the Coach's or Official/Referee's authority.
- IV. Timeliness: You must make arrangements to have your athlete at practices & games/meets according to the schedule set by the Head Coach (excepting extenuating circumstances—in such case, please notify the Head Coach as soon as possible).

COMMUNICATIONS PROTOCOL

- I. The AD will transmit school policies and decisions to the Coaches, who will relay this information to parents and athletes with notice to the Athletics Secretary.
- II. **If you disagree with a directive or approach of a Coach or Official/Referee, do not address it on the game day.** Do not discuss the matter with students, players, parents, teachers or other third parties. Instead, make an appointment to respectfully discuss the matter with the Coach.
- III. If you are not satisfied with your discussion with the Coach, address it with the AD.
- IV. Please only address matters with the PCCS Administrator after following this communication tree.
- V. NOTE: Sycamore School Management System as the primary communication tool for posting practices and games.



BOOSTER CLUB

- I. **BOOSTER CLUB PARTICIPATION:** Parents and family members of PCCS athletes ARE the Athletics Booster Club. The PCCS Athletics Booster Club was formed to support the PCCS athletics program, since the Partnership Program is limited to supporting the day to day operational needs of the school (e.g., housekeeping, traffic, lunch monitoring, recess monitoring, teacher/office aides, and the like). If you have a student-athlete in your family (this includes electives-only students, regular students, and any students of coaches), then this applied to you!
- II. Booster Club Fee: None.
- III. Booster Club Service Hours: The PCCS Athletics Department evaluated and established the total work hours needed to support each sports' season including the number of games and duration of the season.
 - A. Hours allocation added to the total annual Partnership:

1. 10 hours per student/per sport for volleyball
 2. 15 hours per student/per sport for basketball
 3. 5 hours per student/per sport for baseball or softball (e.g., PCCS field maintenance, coaching, asst. coaching, stats keeper).
- B. Volleyball and Basketball sign up for tasks/hours is accomplished electronically (Google). Parents are expected to sign up for positions and games dates through this portal (accessed via e-mail link). On the last worksheet, you will see your current total for Booster hours (a monthly totals tab).
- IV. An annual ATHLETICS DEPARTMENT fundraiser will be scheduled (usually early in the spring semester) to help offset expenses not covered by Athlete Fees, Concessions or Admissions. All families with athletes are required to participate, excepting Karate which is self-funded (net per athlete, \$100). Information regarding this fundraiser will be posted on Sycamore NEWS.
- IV. **RECORDING HOURS:**
- A. *Booster Club parents must sign up and timely complete their Booster Club service hours in order for their athlete to remain in good standing and participate.*
 1. PLEASE DO NOT MAKE US CONTACT YOU REGARDING DELINQUENT BOOSTER CLUB HOURS.
 2. **Your child enjoys the benefits of the program and it cannot be successful without your commitment and participation through Booster Club tasks.**
 3. Booster Club hours are tracked by the Athletics Department, and it is assumed that families are current on their required hours. If you complete tasks that are pre-approved for the Athletics Department but do not see those hours reflected on your monthly total, please PAN the Athletics Secretary.
 - B. Athletics are a valuable part of our school, and this is the way to keep them going and growing!

COACHES/ATHLETICS STAFF POLICIES

ATHLETICS DIRECTOR & ATHLETICS SECRETARY

The AD and his/her Athletics Secretary are here to lead and support the PCCS Athletics Program. The AD is there for Coaches, Parents and Athletes!

I. AD ROLES

- A. Coaches, Parents and Athletes should take initiative and timely speak with the AD about any issue relating to coaching, an athlete, parents, or other matter! The AD will listen, offer opinions and advice, mediate, and work to resolve to address issues. The AD will schedule and lead the Parent Orientation for the athletics program.
- B. Purchasing: The AD will make purchasing choices for all equipment and uniforms for the program and will work with the Athletics Secretary to initiate and complete those purchases.
- C. Scheduling: The AD is the primary athletics programs scheduler for all teams and all seasons. The AD will contact the league, other coaches, and develop a games and tournaments schedule that offers sufficient playing opportunities while balancing with a need for evenings off from sports (e.g., Wednesdays-no games; attempt to schedule no more than 2 games per week per team). The AD will communicate and collaborate with the Athletics Secretary in announcing the schedule as well as any schedule changes. The AD will timely contact coaches should schedules change—sometimes the day of the scheduled game, so that the Coaches can contact athletes and parents. The AD will confirm games one week prior to game date. The AD will collaborate with the Athletics Secretary on referee selection, reporting, scheduling and payment.
- D. Coaching Staff: The AD will announce the coaching staff each summer after approval by the PCCS Athletics Committee (to be appointed by the Board of Directors during its annual summer meeting) which will, at minimum, schedule a required Coach Orientation Meeting with all potential and current coaching staff and the AD.
- E. Coach Communications: The AD will communicate via phone or in person with coaches weekly during their playing season. Prior to a season, the AD will schedule a Coaches Orientation to review the Athletics Objectives as well as the PCCS Staff Handbook and PCCS Handbook so that school policies are understood and enforced. In order to remain apprised of coaching style and develop rapport with coaches, athletes and parents, the AD will attend a representative number of team games during a team's season (e.g., at least 1 games per week per team). At the end of the season, the AD will meet with each Head Coach to discuss evaluations of coaching staff and suggestions for program improvements.

II. ATHLETICS SECRETARY ROLES

- A. Primary Responsibilities: The Athletics Secretary's primary role is to support the Athletics Director. Duties include:
 - 1. Collaborating with the Administration and the AD on athletics program activities and issues
 - 2. Meeting with the AD at least once weekly
 - 3. Meeting with Administration at least once weekly
 - 4. Tracking inventory including equipment and uniforms

5. Assigning/assessing uniforms
6. Oversight of Athletics Assistant in Booster Club, Concessions and Admissions
7. Athletics Program bookkeeping
8. Gym oversight
9. League and stats reporting
10. General notices to coaches, athletes, parents and AD (coaches are the primary communicator to parents/athletes regarding practice/game dates, times and locations as well as cancellations and changes)
11. Scheduling photography and physicals
12. Monitoring athlete paperwork
13. Work with AD on referees
14. Postings: The Athletics Secretary will utilize the Sycamore School Management System to post the regular practice and game schedules.
15. Other tasks that he/she deems necessary.

ATHLETICS COACHING STAFF

I. ROLE & POLICIES:

- A. All PCCS Coaches are members of PCCS Staff and are subject to all the policies in the PCCS Staff Handbook (see a copy under the Sycamore Faculty-Staff Classroom)
- B. **SYCAMORE:** All Coaching Staff must be trained in the PCCS Sycamore System and utilize it for athletics classes
 1. Enter Attendance for each athletics class
 2. Enter grades weekly for each athlete
 3. Check News and Calendar
- C. **CERTIFICATIONS:** Each Head Coach must pass a certified CPR and certified First Aid course (or refresher course) prior to the beginning of the season of that school term (and turn in to the Athletics Secretary a valid certificate evidencing completion). All other coaches and staff are strongly encouraged to take these classes as well.
- D. **POLICIES**
 1. Read and abide by all policies in this Athletics Handbook.
 2. Read and be familiar with applicable league regulations.
 3. Thoroughly review PCCS Handbook policies and the Staff Handbook policies.
 4. Review all applicable policies with your team, emphasizing early and often what it means to be in Good Standing (two components: League Requirements; PCCS Requirements).
 5. It is your job to consistently enforce school policies, the Athletics Program Policies and Objectives, your team rules and expectations, and applicable league rules.
 6. **Team Rules:** In the event the Head Coach has rules in addition to these Policies and Objectives (e.g. specific expectations for the team), then that Head Coach must submit this to the AD and Administrator at least one week before the season begins for review and approval, and must hold a team meeting before the season begins to explain rules and expectations for the coming season.
- E. **STAFF DISCIPLINE:** PCCS seeks to appoint coaches and athletics staff members who are a good match for the mission and focus of our athletics program. However, as with any staff or faculty member at PCCS, conditions may arise that require disciplinary action such as failure to follow policies and procedures, incompetence, insubordination, unprofessional conduct, use of profanity, disrespect, failure to

follow communication channels, misappropriation, immorality, or other act or omission in the sole discretion of Administrator and Officers. Disciplinary action generally consists of one of the following: verbal warning, written warning, probation, or dismissal. [adapted from the Staff Handbook].

II. ATTITUDE & BEHAVIOR

- A. **Christ-like Model:** Each Coach and Athletics Staff member represents the school and is considered a spiritual model/leader for PCCS athletes. Act accordingly at all times. The PCCS Handbook* and Staff Handbook* rules & policies as well as these Program Policies and Objectives herein apply to you at all times.
- B. A Coach's attitude and demeanor set the tone for the team.
- C. Pray with your athletes, model Christ to them and apply Biblical principles in your program.
- D. Act and speak respectfully to coaches, staff, players, parents, other teams, Referees/officials & spectators before, during and after all practices & games/meets (e.g. no yelling or profanity *including* "gray" words).
- E. Exercise self-control before, during and after games.
- F. Be fair, civil, honest and responsible.
- G. Be positive and encouraging on and off the court/field rather than negative, belittling, or sour.
- H. Do not show partiality.

III. SUPERVISION & DISCIPLINE

- A. **Supervision:** Students must not be left at any location unattended - a Coach will always be the last person to leave a practice, meeting and/or game/meet.
- B. **Discipline:** Coaches are the primary disciplinarian for athletes. It is expected that you enforce all school rules, team rules, and those presented in this Handbook. If an athlete does not follow the policies of this Handbook, communicate expectations clearly with that athlete then and there and explain how he/she is not meeting those expectations. Do not hesitate to implement one or more of the following measures to maintain respect and compliance:
 - 1. **Disciplinary Measures** include, but are not limited to, for specified periods of time: benching (no play), additional exercises (e.g., laps, towels, rockets, bear crawls), study hall referral (e.g., to bring up failing grade), and/or referral to the PCCS Athletics Director or the PCCS Administrative Office.
 - 2. Please bring notable or habitual disciplinary problems to the attention of the Athletics Director for advisement.
 - 3. Failure to obey your directives in class (such as failure to run laps as discipline) require an immediate referral the Administrative Office.

IV. FACILITIES, EQUIPMENT & UNIFORMS

- A. **Maintenance:** All coaches are responsible for ensuring the facilities and equipment are maintained, cared for and put away correctly and that all trash is properly disposed of and personal items are properly stored before departing.
- B. **Security:** Coaches on duty for after-school practices are responsible for securing the MPB upon departing (e.g., undog/unlock the panic bars on all doors in gym and restrooms, bolt restroom doors, turn off all lights, lock storage rooms or cabinets, and set alarm) and for locking all exit gates. If another PCCS employee is occupying the MPB, you are responsible for communicating with that person that

you are departing, making him or her responsible for securing the MPB and locking gates.

C. Equipment and Uniforms:

1. Each Head Coach will inventory team equipment and uniforms at the beginning and end of the season, will maintain a team roster, record of wins/losses, and record of any team or individual awards, and will submit this information to the Athletics Secretary as needed and at the end of the season and/or otherwise as requested by the AD, Administrator or Athletics Secretary.

16. Uniforms: All team uniform choices (including jerseys, shorts, socks, shoes, jackets, sweat suits, etc.) are selected by the AD with approval of the Administrator, and orders for such approved items will be placed by the Athletics Secretary. Coach preferences will be considered before orders are finalized.

V. COMMUNICATION PROTOCOL:

A. Communicating with Parents and Athletes:

1. Each Head Coach will set up a group e-mail/texting lists to keep parents and students informed in a timely fashion regarding practices, meetings, try-outs, and game schedules as soon as possible.
2. No communications of a personal nature or social networking may occur with students...**please be very familiar with the important communications restrictions in the Staff Handbook***.

B. Weekly Communication with the AD:

1. During the season, each Head Coach will weekly communicate with the AD regarding the team and athletes, including “no pass, no play”, disciplinary or academic issues or other issues with parents, referees, facilities, equipment, etc.

C. If the coach feels his/her comments, suggestions, or concerns are not being adequately addressed by the AD, he/she may make an appointment with the Administrator to discuss same.

D. Each Head Coach will be informed by the AD regarding athlete’s compliance with Eligibility to Participate (see page 1).

E. Questions and concerns should be directed to the AD.

F. At the end of the season, each Head Coach will meet with the AD to discuss evaluations of coaching staff and suggestions for program improvements.

VI. NOMINATIONS: Nominations for team and/or player athletics honors or awards must be reviewed and approved in advance by the AD and Administrator. See eligibility for honors/awards, above.

YEAR: ATHLETICS PROGRAM ACKNOWLEDGEMENT

(turn in to the Athletics Secretary prior to the commencement of the team's practice season).

PARENT & STUDENT ACKNOWLEDGEMENT:

WE HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES & OBJECTIVES:

STUDENT SIGNATURE:

Signature

PARENT SIGNATURE(S):

Signature

Signature

TODAY'S DATE: _____ 20____

ATHLETICS STAFF/COACHES ACKNOWLEDGEMENT:

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE POLICIES & OBJECTIVES AND TO FOLLOW AND ENFORCE THE PCCS ATHLETICS PROGRAM POLICIES AND OBJECTIVES, ABOVE AS IT PERTAINS TO THE PROGRAM, PLAYERS AND PARENTS:

COACH/STAFF NAME: _____

SIGNATURE: _____

TODAY'S DATE: _____ 20____

OFF-CAMPUS ATHLETICS PERMISSION SLIP

This form must be received at the PCCS Athletics Office prior to your child's participation in any off-campus athletics activity.

EVENT/ACTIVITY: AWAY GAMES

Volleyball Basketball Baseball Softball Track & Field Golf Archery Karate

Date: As per Current Schedule, as revised from time to time

Travel Fee: \$5 **Bus Fee:** \$5

Departure/Return: Refer to Athletics notice for each game

Supervising Adult(s):

Athletics Director: Tracy City (214) 289-4959

Varsity Volleyball: Heather McCarthy (972) 415-1211

JV Volleyball: Heather McCarthy (972) 415-1211

JH Volleyball: TBD

Varsity Basketball Girls & Softball: TBD

Varsity Basketball Boys: Casey Becker (469) 644-7952

JV Basketball Boys: Matt Glick (214) 662-4353

JH Basketball Boys: Michael Lewis (214) 713-5445

JH Basketball Girls: TBD

Archery: TBD

Baseball: Charles Duncan: (214) 695-6732/Michael Lewis (214) 713-5445

Karate: Steve Harrell 972-974-3534; Asst. Lisa Harrell (972)974-3533

Track: TBD

BRING: Water Bottle, Uniform, \$\$ for snacks

Detach and return bottom half to PCCS ATHLETICS OFFICE

PCCS SCHOOL YEAR: 2017-2018 SEASON

Athletics Away Games

Volleyball Basketball Baseball Softball Track & Field Golf Archery Karate

Date of Event/Activity: As per schedule

The student listed below has our/my permission to attend the event(s) or activity listed above.

We understand that athletic practices and games, other competitions or field trips (and travel to and from such events) have the potential to result in injury or property damage, and we release PCCS and the coaches/staff and directors from liability for any such injury.

We agree to pay the listed **Travel Fee** if our child rides in a vehicle other than our own.

- My child has permission to ride with _____.
- My child has permission to drive themselves.
- My child has permission to drive _____ other students.
- I am able to drive to games and can take _____ number of riders. I have completed and turned in a **Transportation Affidavit to the Athletics Office.**

I have ensured that the PCCS office has on file an **up-to-date Authorization Form** reflecting emergency and medical information, releases, and other important contact information.

STUDENT NAME: _____

Parent/Guardian Signature: _____ **Date:** _____, 20____

Phone Number where Parent can be reached during the Event: _____