

HORIZON CHRISTIAN SCHOOL ATHLETIC HANDBOOK

We at Horizon Christian School are convinced that athletics is more than just “fun and games”. God uses everything in our lives for His purpose, including athletics, and we are commanded to “do everything as unto the Lord” (Colossians 3:23). Our reason for this handbook, then, is to give you some guidelines on how to accomplish this in your athletics. Best wishes for an athletic career centered in Jesus Christ.

In Christ,

Oscar Stenberg III
Athletic Director

STATEMENT OF PURPOSE

Horizon Christian School athletic programs strive to provide a setting for our student-athletes to develop and display **Christ-like character** in all situations.

PROGRAM PHILOSOPHY AND GOALS

Horizon Christian purposes to help meet the physical, emotional and spiritual needs of young people through the provision of a variety of athletic programs. Well organized and managed athletic programs convey many Biblical principles taught by the Lord Jesus. Unity, others first, stewardship, commitment, self-control and respect for authority are only a few principles that characterize individuals who are working together to build a team that honors the Lord Jesus. Those who are involved with a desire and commitment to honor the Lord will immeasurably gain from the opportunities provided through specific athletic programs.

ATHLETIC GOALS AND COMMENTS

The process and programs provided for achieving our purposes are filled with many unique opportunities. The Horizon 4/25/2006 Christian athletic program strives to help provide athletes, coaches, parents and fans with four distinct opportunities:

- (1) The opportunity to *disciple* each other toward greater perfection in Christ.
- (2) The opportunity to develop *skills* in areas of physical and athletic competency.
- (3) The opportunity to use the talents and time God has given as a *witness* to others.
- (4) The opportunity to *support* and *enjoy* the collective efforts of teams that focus on honoring the Lord Jesus.

It is God who desires to take all these components and weave them together in ways that honor His Son, the Lord Jesus Christ. He uses the Athlete's desire to compete, the fan's supportive enthusiasm and our response to the rules of the game as opportunities for us to witness to an unbelieving world and, on occasion, even to fellow believers. How we respond to the circumstances inherent in the challenge before us at any given time is of great interest to God. Paul, in his letter to the Philippians, set the standard, "Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ." (Phil. 1:27).

ATHLETIC ELIGIBILITY

At Horizon Christian School the athlete must be passing all classes to participate.

Athletes who do not meet the minimum requirements for athletic participation will be subjected to the following procedure:

- (0) First week of failure: He/she will not be allowed to dress down or participate in any game or continue to practice.
- (0) Second week of failure in the same class: The coach and AD will decide if the player can practice with the team.

BEHAVIORAL ELIGIBILITY

Athletes may be placed on Athletic Behavioral Probation at anytime when the athlete's behavior is inconsistent with the conduct described in the **Student Code of Conduct**. This probationary period is implemented when the athlete's attitude and behavior in the school, on the playing arena or in the community are contradictory to the purpose of the HCS athletic program goals and the goals of the school. The coach, athletic director and the athlete's parents will meet with the athlete to discuss the pertinent information.

PHYSICAL EXAMINATIONS

Horizon Christian School will require all athletes to have a physical exam by a licensed physician/nurse practitioner the **first year** of participation, and during **the 7th, 9th and 11th grade**, at the parent/guardian's expense.

ATHLETIC FEES

Any non Horizon student must pay the designated athletic fee for the sport they are participating in. *Fees must be paid prior to the first practice*

SAFETY CONCERNS

Involvement in extracurricular activities can result in an injury. Therefore, it is essential that the athlete be aware of some basic rules regarding safety as a first step toward injury-free activity participation.

- (0) always warm up prior to strenuous physical activity.
- (0) wear proper equipment and clothing
- (0) do only those skills and techniques you have been instructed to do.
- (0) Report any injuries to the coach, immediately.

MEETINGS

Athletes will not be allowed to practice or play in a contest unless attending school at least ½ of a day or pre-arranging the absence with the school.

TRAVEL

Athletes are expected to travel to away contests in transportation approved by the school. Any exceptions must be pre-arranged with the head coach. If a parent/guardian is at the site of the contest they may take their student after checking out with the head coach. Any other arrangements must be pre-arranged with the coach

When out of town, the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior is expected.

The estimated return time from trips is listed on the schedule. A coach will wait with the students until all have rides, so when the team returns late at night it is important to arrange transportation on time. It is acceptable for a parent who is 5 minutes away to wait for a phone call before picking up their student. Otherwise a parent should arrange for a student to go home with another student. Arrange for the student to call from the away school or restaurant if time is in question.

AWARDS PROGRAMS

The award's programs provide us with the opportunity to recognize and reward those athletes who have demonstrated outstanding athletic ability. Students who are to receive recognition from SCS athletic programs will be honored during a fall, winter or spring program. Recognition will occur after the regular season.

VARSITY LETTER REQUIREMENTS

The varsity award shall be presented to an athlete who satisfies the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. The coach may recommend a waiver of these requirements under an unusual circumstance.

Specific Sport Requirements

- . Baseball/Softball: 1. Play in $\frac{1}{4}$ of the number of total innings during the regular season. 2. Get a pitching victory. #. Be part of a team that qualifies for the state playoffs.
- . Basketball: 1. Play in $\frac{1}{4}$ of the number of total quarters during the regular season. 2. Be part of a team that qualifies for the state playoffs.
- . Soccer: 1. Play in $\frac{1}{2}$ of the halves during the regular season. 2. Be part of a team that qualifies for the state playoffs.

JOB DESCRIPTIONS

Athletic Director

The Athletic Director at Horizon Christian School has two broad but overlapping areas of general responsibility. These areas include the following: Demonstration of leadership in the areas of supervision, delegation, management, communication and implementation.

Organizing and monitoring the athletic fundraising activities.

Monitoring the athletic eligibility process.

- a. Scheduling and monitoring Awards programs, practice and game facilities.
- b. Representing Horizon Christian at league and state athletic director meetings.
- c. Monitoring the storage and inventory of equipment and supplies.
- d. Helping coaches with purchase of uniforms and equipment.
- e. Working closely with athletes, coaches, parents and fans to insure adequate progress toward program goals and strategies.

The specific responsibilities of the Athletic Director include the items under each of the following four categories.

1. Organizational

- . Work with coaches to identify goals and strategies for each sport.
- . Schedule athletic events
- . Use the master calendar to record all athletic-related events.
- . Administer athletic eligibility program.
- . Work with faculty and staff to enhance the organizational and communication process.
- . Help identify, evaluate and hire coaches.
- . Help arrange for practice and game facilities.
- . Work closely with support groups.

2. Motivational

- . Provide encouragement for athletes, coaches, parents, fans and other support groups.
- . Work with coaches and parents to plan activities that recognize commendable athletic accomplishments.

3. Promotional

- a. Project a philosophical perspective that reflects the positive aspects of our athletic programs.
- b. Establish and promote positive relations with the media and league participants, fans, and alumni.

4. Spiritual

- . Demonstrate leadership that helps participants and spectators recognize the value we place on honoring the Lord with our gifts and talents.
- . Pray consistently and fervently for God's wisdom, understanding, boldness, and the joy of the "victorious life in Christ."

COACHES

Coaches have two areas of responsibility: General and Specific. Each coach has a general responsibility to work with the Athletic Director to develop and maintain a quality athletic program.

Coaches have the specific responsibility to demonstrate the following character traits: self-control, enthusiasm, cooperation, commitment, patience, encouragement and a strong faith in God's ability to help their young athletes grow spiritually, physically, academically and athletically. Specific responsibilities are clarified in four categories:

1. Organizational

- . Keep the Athletic Director informed regarding needs, challenges and general aspects of the program.
- . Actively participate in the process of budget preparation.
- . Help with the collection of team physicals
- . Meet with and evaluate assistant coaches regarding philosophy, discipline, expectations and the communication process.
- . Help athletes achieve and maintain outstanding academic performance.
- . Carefully monitor the status of uniforms, issuing and storing of uniforms, and the collection of uniforms and other athletic equipment.
- . Notify appropriate newspapers and media of game results: KHR / Oregonian / Hood River News

2. Motivational

- . Encourage athletes to strive for academic, spiritual and athletic excellence.
- . Be an active participant in activities that promote and recognize your team.

2. Promotional

- . Communicate to parents, students and fans the goals of your team.
- . Demonstrate behavior that reflects the positive characteristics of your athletes and your program.
- . Recognize those parents, fans, the media and others who have made significant contributions to your program.

2. Spiritual

- . Help the athletes to better understand the spiritual significance of using their gifts and talents to the glory of God.

COACHES POLICIES

Each coach may establish other rules or standards for the team or program in which they work which go beyond those listed in this handbook. They may even be unique to that sport or program. The policies will be consistent with and not contradict other school practices and policies. The coach will file a copy of the rules with the Athletic Director.

GUIDELINES FOR HEAD COACHES

0. Committed, born-again Christian
 - B. Endorsement by his/her pastor
 - B. Regular in church attendance
0. Expertise in the specific sport
0. Capable teacher of the game
 - . Able to teach what they know
 - . Good game strategy
 - . Able to motivate and bring out the best in his/her players
0. Full or part-time staff member at Horizon Christian School is preferred
 - . Permits better communication with students
 - . Better communication for schedule changes
 - . If no staff is available, would consider outside person
0. Demonstrated commitment to Christian Education
 - . Have children in Horizon Christian School
 - . Have children in another Christian School
 - . If neither A or B-or one who demonstrates support for Christian Education.
0. Time availability for afternoon games and practices
7. Ability to work with students and staff
 - . Demonstrates flexibility
 - . Takes counsel and criticism
9. Organizational skills
 - . Leadership of Assistant Coaches
(special note: This includes, but is not limited, to the selection and supervision of coaching personnel at the Junior Varsity, "C", and Junior High levels, and to direct the general styles of offense and defense to be used at the lower levels.
 - . Develop team practice plan- daily
 - . Develop team travel plans
 - . Daily nitty-gritty of locker room clean-up, taping, towels, etc.
9. Team and individual discipline
 - G. Maintain control in practice and in games
 - G. Personal example of self discipline
 - G. Absence of favoritism—have firm but fair limits that apply to all
 - G. Consistency—mean what you say and follow through on it
9. Positive Leadership
 - . Positive attitude to life
 - . Positive attitude in discipline and team structure
 - . Positive example in appearance, posture, language, etc.
 - . Positive representation of that sport to the students, the parents, and to the community

JOB DESCRIPTION

GENERAL DESCRIPTION:

The Head Varsity Coach works under the supervision of the Athletic Director. He/she is responsible (in cooperation with the other JH/HS coaches) for directing and developing the total program of his/her assigned sport.

B. QUALIFICATIONS:

The Head Varsity Coach shall exhibit spiritual maturity and leadership qualities. The Head Varsity Coach must be self-motivated and well organized. He shall have training and experience, both in playing (preferable) and coaching, in the assigned sport. He must be a spiritually mature and growing Christian who is active and vital in his Christian life, with an understanding and commitment to the philosophy of Christian education compatible to that of Horizon Christian Schools.

C. RESPONSIBILITIES:

2. Exhibit Christian maturity and Christ-like example at all time.
2. Incorporate devotional/prayer time into practices and pre-game meetings.
2. Counsel players as God gives opportunity.
2. Over-all supervision of his-her program, including Junior High and Junior Varsity teams.
2. Determine the assignments and duties of assistant coaches working in his/her sport.
2. Schedule all practice periods through the Athletic Director. Confine all practices to time allotted.
2. General upkeep, care and protection of equipment.
2. Inventory all equipment for his/her sport at the beginning and end of each season.
2. Write annual report, evaluation and recommendation at the end of each season.
2. Inform the Athletic Director of equipment needs and submit the proper purchase requests to him/her.
2. Build good sportsmanship and public relations within the school family.
2. Report scores to media and newspapers.
2. Make travel arrangements for team in cooperation with the Athletic Director.
2. Select players/team for his/her sport (include eligibility check)
2. Work closely with junior high coaches.
2. To insure the general health and welfare of students in his/her sport, must be qualified in First Aid and CPR.
2. Be responsible for the actions, conduct and dress of his/her team whenever they are under his/her jurisdiction.
2. Supervise all participants when returning from a practice or activity (until all have left the campus for home)
2. Make recommendations for letter awards, clarify the Horizon Christian School athletic philosophy and policies with athletic code and awards policy with the team.
2. Take appropriate measures to make sure that the team's play areas, shower and locker rooms are clean and safe for participation and left in good order after use.
2. Keep accurate records for the school and the league.
2. Know and follow OSAA, league and school policies.
2. Supervise assistants, players, managers, scorekeepers, statisticians and other team personnel
2. Be ASEP certified.

Horizon Christian School

COACHES PRE-SEASON CONFERENCE

Coach: _____ Date: _____

Sport: _____ Location: _____

- 3. Start and End dates for coming season. _____
- 3. Estimate size of squad. _____
- 3. Assistant Coaches (with area of assignment)

- 3. Pre-Season practice schedule. _____
- 3. Length of practice during season. _____
- 3. Junior Varsity Program (younger player skill development) _____

- 3. Transportation Needs. _____
- 3. Uniform Needs _____
- 3. Equipment Needs. _____
- 3. Philosophy of Substitution: _____
- 3. Philosophy of Coaching: _____
- 3. Goals for the Season: _____
- 3. Concerns: _____

Head Coaches Review

Coach _____

Sport _____ Date _____

PERSONNEL REVIEW

0. Assistant Coaches:

Area of Assignment:

Your evaluation of your staff:

0. Size of Squad: Beginning _____ Ending _____

0. Class Breakdown of Squad: Freshmen _____
Sophomores _____
Juniors _____
Seniors _____

4. Squad Record: Varsity: Wins _____
Losses _____
Junior Varsity: Wins _____
Losses _____

HINDSIGHT REVIEW

What would you do the same or what would you change in each of these areas?

- 2. Practices (pre-season)
- 2. Practices (regular)
- 2. Squad Selection
- 2. Substitution Policy
- 2. JV Program
- 2. Offensive Philosophy
- 2. Defensive Philosophy
- 2. Summer or Off-Season Program

EQUIPMENT REVIEW

- 1. Uniforms
- 1. Practice Equipment
- 1. Transportation

SPIRITUAL IMPACT

2. In what ways have you noticed spiritual growth or character development in the members of your team?

2. What coaching strategies did you employ to promote growth in these areas?

Team Prayer: _____ When: _____

Devotions: _____ When: _____

Personal Contact:

Other

2. What things has your team done together this year that are designed to create a sense of unity?

2. After a game was over, what kind of “witness” was left in the mind of our opponent?

By the players:

By the coaches:

PERSONAL GOALS

4. How do you evaluate this past season in relationship to personal goals?

Which were met?

Which were not met?

4. What has been your greatest disappointment or frustration this past year?

4. What has been your greatest victory or sense of personal accomplishment?

4. In the future, how can other faculty members assist you in your coaching responsibilities?

The Administrator:

The Athletic Director:

Other Teachers:

4. What are some of the concerns you have about the total program (students, coaching staff, budget, equipment, league, etc)

4. Would you like to return as the Head Coach next year?

_____yes

_____no

_____uncertain

4. If you were to return as Head Coach next year, what two things would you like to see changed?

HORIZON CHRISTIAN COACHING EVALUATION

NAME: _____

With reference to the “Guidelines for Coaching: and the “Head Coach Job Description” policies, please evaluate yourself this past season. Use the following criteria:

5= Excellent; 4=Very Good; 3=Fair; 2=Needs Improvement; 1=Poor

- ___1. Capable teacher of the game
- ___2. Able to teach what they know
- ___3. Good game strategy
- ___4. Able to motivate and bring out the best in his/her players
- ___5. Effort to increase expertise in the specific sport
- ___6. Ability to work with students and staff
- ___7. Demonstrates flexibility
- ___8. Takes counsel and criticism
- ___9. Team and individual discipline
- ___10. Maintain control in practice and games
- ___11. Personal example of self discipline
- ___12. Absence of favoritism—have firm but fair limits that apply to all
- ___13. Consistency—mean what you say and follow through on it
- ___14. Positive leadership
- ___15. Positive attitude to life
- ___16. Positive attitude in discipline and team structure
- ___17. Positive example in appearance, posture, language, etc.
- ___18. Positive representation of that sport to the students, the parents, and to the community.
- ___19. Organizational skills
- ___20. Leadership of Assistant Coaches
- ___21. Develop team practice play-daily
- ___22. Develop team travel plays
- ___23. Daily nitty-gritty of locker room clean-up, taping, towels, etc.
- ___24. Time availability for afternoon games and practices
- ___25. Incorporate devotional/prayer time into practices and pre-game meetings
- ___26. Counsel players as God gives opportunity
- ___27. Inventory all equipment for his/her sport at the beginning and end of each season
- ___28. Write annual report, evaluation and recommendation at the end of each season.
- ___29. Inform the Athletic Director of equipment needs and submit the proper purchase requests
- ___30. Report scores to media and newspapers
- ___31. Work closely with junior high coaches
- ___32. Confirm that each player has had physical exam and adequate insurance coverage
- ___33. Be responsible for the actions, conduct and dress of team whenever they are under his/her jurisdiction
- ___34. Clear the departure time for trips that involve loss of school time with Athletic Director.
Give adequate and appropriate notice to the faculty.
- ___35. Make recommendations for letter awards, clarify the Summit Christian athletic philosophy and policies with athletic code and awards policy with the team.
- ___36. Supervise all participants when returning from an activity (until all have left the campus)
- ___37. Take appropriate measure to make sure that the team’s play areas, shower and locker rooms are clean and safe for participation and left in good order after use.
- ___38. Keep accurate records for the school and the league.
- ___39. Know and follow OSAA, league and school policies
- ___40. Ability to deal with parents.