

**Oshkosh Christian School  
Valley Christian High School  
Athletic Handbook**

**I. PHILOSOPHY OF ATHLETICS**

At OCS/VCHS, we believe that the athletic program is an integral part of a Christian education. It is our goal to live out the truth of Christianity in every aspect of our lives, including athletics. We have a threefold desire for our athletic teams: (1) to represent the Lord well, (2) to learn about the Christian life through lessons learned in sports, and (3) to attain excellence as a team in each sport played.

**II. INTRODUCTION**

**A. TO PARENTS**

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics at OCS/VCHS and you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our school program is gratifying. We believe that athletics provide a wealth of opportunities and experiences for our students.

When your son/daughter joins one of our sports programs he/she commits our staff to certain responsibilities, such as:

- To encourage spiritual growth
- To provide qualified coaches
- To provide competitive contests with registered officials
- To provide adequate equipment and facilities

This handbook attempts to acquaint you with the responsibilities and obligations associated with a well-organized program of athletics. It is the role of the Athletic Department at OCS/VCHS to develop policies, rules, and guidelines that govern the spirit of competition for the school. Parental support is vital to the administration of the athletic program at OCS/VCHS.

The administration at OCS/VCHS would also like to encourage all parents to be strong Christian role models in the stands. Our fans are watched by visiting teams as much as our players. Please refrain from cheering against the other team; **cheer for our team**. Also, please refrain from yelling at the officials or our own players. We would ask the parents to please be there to encourage and support your son or daughter, as well as the athletic program.

**B. TO ATHLETES**

When you wear the navy and silver colors of OCS/VCHS, we assume that you are willing to accept the responsibilities that go with them:

1. **RESPONSIBILITIES TO THE LORD:** As a Christian, everything you do is a witness for the Lord. People will not only view your performance as a player, but will view your performance as a Christian as well. Both on and off the court or field, “Let your light so shine before me, that they may see your good works, and glorify your Father, who is in heaven”. (Matthew 5:16)
2. **RESPONSIBILITIES TO YOURSELF:** The responsibility to broaden yourself and develop strength of character is very important. You need to develop a desire to get the greatest possible good from your school experiences. Your participation in academic studies, athletics, and extra-curricular activities prepare you for life after high school.
3. **RESPONSIBILITIES TO YOUR SCHOOL:** By participating in your sport to the maximum of your ability, you are contributing to the positive testimony of OCS/VCHS. Like it or not, athletes are looked upon as leaders. The student body, our opponents, the spectators, and other communities judge our school by your attitude, conduct, and effort on and off the field/court.
4. **RESPONSIBILITIES TO OTHERS:** As an OCS/VCHS athlete, you are responsible to your family, to your teammates, and to your classmates to live up to the training rules, practice to the best of your ability every day, and give your all in every game. Whether you are a “starter” or a “sub” play the whole game and support your teammates from the bench. You can keep a positive outlook when you know in your heart that you’ve placed others ahead of yourself.

### **III. ATHLETE’S CODE OF ETHICS**

Each athlete that competes at OCS/VCHS will be expected to strive at all times to reflect Jesus Christ by doing the following:

- Be committed to Jesus first, then the team (Psalms 37:5)
- Give maximum effort (Colossians 3:23)
- Be disciplined, self controlled and on time! (I Corinthians 9:25)
- Be obedient to authority (e.g., coaches, officials, volunteer helpers, etc.) (Romans 13:1 & 2)
- Leave any locker room, bus, field, court, etc. cleaner than when you found it (Yes, the bus!)
- Promote team unity (Philippians 2:2)
- Strive for excellence (Philippians 3:14)
- Treat teammates and others as more important than yourself (Philippians 2:3)

### **IV. CHARACTER QUALITIES**

**Here are some character qualities that all OCS/VCHS athletes should strive to attain. Use this list as a guideline for self-evaluation:**

**Dependability** - Be at all practices and contests unless excused by your coach. Do what is expected of you in all situations.

**Punctuality** - Be on time; never be late!

**Enthusiasm** - Take an interest in every part of your sport and be glad to quickly carry out every part of the job. (I Thessalonians 5:16)

**Faith** - Show that you know that the Lord is in control of all circumstances and that He is carrying out His will in your life. (Hebrews 11:1)

**Humility** - Show the attitude that God is the one responsible for your abilities and success.  
(I Peter 5:5)

**Endurance** - You must be able to withstand stress, hard work, and the problems that all athletes experience. (Galatians 6:9)

**Obedience** - Jesus was always obedient to His Father's will. Be obedient and responsive to those in authority over you: the Lord, your parents, teachers, and coaches. (II Corinthians 10:5)

**Diligence** - Use all of your strength and ability to complete each part of your task whether in practice, in a game, or anywhere else. (Colossians 3:23)

**Responsibilities** - Athletes need to do everything that is expected of them. Coaches need to know that athletes are capable of doing things without direct supervision. Take the initiative to work and make intelligent decisions.

**Determination** - Make up your mind that you will accomplish your goals regardless of the opposition. (II Timothy 4:7)

**Confidence** - A good athlete should know that he/she can be a winner in God's eyes as they totally give all they have to Jesus.

**Intensity** - Give everything you have at all times, focusing your total attention upon the job at hand and putting forth your every effort to complete it perfectly.

**Love** - Be self-sacrificing and show real concern for team members, coaches, and opponents. Remember, Christ centered His love upon others, not Himself.

## **V. GENERAL POLICIES, RULES AND GUIDELINES**

The OCS/VCHS Handbook, given to all school families at the beginning of each school year, clearly states OCS/VCHS policies, rules, and guidelines. However, the uniqueness of athletics creates the need for the following policies, rules and guidelines,

which apply to all students, grades 6 - 12, who are members of any athletic team which represents OCS/VCHS:

A. Eligibility

The student-athlete must maintain a grade point average (GPA) at or above 2.0 in his or her current studies. All athletes will complete an Extracurricular Qualification Form (EQF) before the start of an athletic season according to the timeline set up by the coach or athletic director. If the student's GPA is below 2.0, the student will be considered ineligible. If a student's GPA is between 2.0 and 2.99, the student is considered to be on probation. The student on probation will have to complete an EQF weekly to be submitted to the athletic director for monitoring until the student's GPA reaches or exceeds a 3.0. If at any time the GPA of a student falls below the 2.0 level, the student will be ineligible for the sport until a 2.0 GPA is reached. It is the responsibility of the student to present proof of a GPA change using the EQF. A student that becomes ineligible will be allowed to practice with the team, but will not be allowed to dress for or play in competitions until eligibility is restored. Eligibility will be monitored by the coaches and the athletic director. Also, according to WIAA (Wisconsin Interscholastic Athletic Association, of which VCHS is an active member) a student athlete must not have failed more than one class in the latest regular school year grade-reporting period.

Procedures of using Extracurricular Qualification Form (EQF):

1. Desire to participate in athletic activity in grades 6-12.
2. Obtain EQF from coach.
3. Circulate EQF to all teachers of student's classes to be completed.
4. Submit completed EQF to athletic director.
5. Athletic director will calculate student's GPA and determine eligibility of student.
6. Athletic director will separate students into three categories:
  - a. eligible (GPA is 3.0 or above)
  - b. probation eligible (GPA is between 2.0 and 2.99)
  - c. ineligible
7. Athletic director will provide coaches with the EQF results.
8. Coaches are responsible for enforcing all decisions made by the athletic director; and the necessary monitoring of all of their athletes eligibility status to maintain the integrity of the program.

All school policies and guidelines that apply to non-athletes also apply to athletes. The conduct of the athlete must always be above reproach or the privilege of participating in athletics will be revoked. Whenever applicable, WIAA guidelines will be followed as a minimum standard for our athletes.

B. School Attendance

In accordance with the WIAA, all athletes must be in attendance for a minimum of ½ the school day of the athletic contest. If the contest falls on a Saturday or on a day off of school, the attendance rule applies to the preceding day's school attendance.

C. Sports Offered – Middle and High School (this list varies at each level)

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Volleyball (G)	Basketball (G)	Soccer (G)
Soccer (B)	Basketball (B)	Baseball (B)
Football (B)	Wrestling (B)	Tennis (B/G)

D. Athletic Fees

**All athletes will be required to pay a fee for each sport participated in. This fee will be determined at the start of each school year by the OCS/VCHS staff. These funds will be used in conjunction with gate and concession income to pay for the various expenses related to the provision of athletics. In the event that cuts from an athletic team take place, a cut athlete will be refunded their fee. If a student quits a team after the season begins, there will not be a refund of the athletic fee.**

E. Physical Exams

All athletes must have a current (less than two years old) physical examination form on file in the school office before they may tryout or begin practices in any OCS/VCHS sport. The WIAA has two forms that are used for physicals that certify parental consent and examination by a licensed physician or advanced nurse practitioner:

(1) The current year physical examination card and (2) the alternate year physical card, which is to be used for year two. Please be aware that physicals occasionally expire during the season. Please monitor the expiration dates and renew physicals to avoid missing a game(s) until the physical is renewed.

F. Practices

1. Because of the mutual commitment required of all players for a successful team, it is imperative that players be at all practices and be on time to all practices.
2. Absences or tardies not approved by the coach will result in disciplinary measures at the coach's discretion. An example of an approved tardy would be an athlete getting academic help. Whenever possible, an athlete should give the coach prior notice.
3. Each coach will make a practice schedule available to parents at the beginning of the season. With multiple teams participating in a given season it often necessitates inconvenient practice times. In consideration of coaches, parents should be available to pick up students immediately after practices and games, as students are not permitted to be left unattended in the school building or at the practice area.

G. Uniforms

1. Coaches will assign each player a uniform at the beginning of each season.
2. Any player whose assigned uniform is lost or unnecessarily damaged will be charged the replacement cost of the uniform.
3. Laundering of the uniform should be done regularly and with proper care. Please wash in cold water and hang dry.
4. After the last contest of the season, the coach will set up a turn in day. All uniforms should be returned that day to the coach. After this day, a late fee and/or demerits will be issued.

H. Equipment

All school equipment should be treated with care. If given a responsibility for OCS/VCHS athletic equipment, carry out that responsibility completely. Any loss or damage of school equipment due to neglect, carelessness, or abuse will result in payment for repair or replacement by the person(s) responsible.

I. Facilities

We have been greatly blessed at OCS/VCHS with excellent facilities for our athletic teams. It is essential that we take great care of our facilities and use them wisely.

1. Always leave the area cleaner than when you found it. (This includes locker rooms at away games.)
2. Be aware of any destructiveness or misuse of property. If you witness abuse of any facilities, encourage the offenders to stop and report it to the proper authorities.
3. All articles left in the locker room will be taken to the "lost and found".
4. It is your responsibility and our recommendation that you lock up your valuables during practices and games. Unfortunately, not everyone can be trusted with unlocked lockers.
5. You are not to be in any other part of the building during practices and games other than the designated athletic area.
6. You are to be out of the building fifteen minutes after practice is completed. The coach is required to stay until all athletes are gone. Make sure your ride is at the practice location at the designated time. Have a place to go (i.e. another athlete's home) if your ride does not come on time.
7. No other students are to be in the gym while practices are in session. As much as possible, we will keep the gym doors shut.
8. No athletes are to be in the gymnasium or practice area without designated supervision.
9. Students are not to get equipment or supplies without permission from the coach.
10. All spiked or cleated shoes must be put on and taken off outside of the building.

J. Injuries and illnesses

1. All sports-related injuries must be reported to the coach in order for an accident report to be filed according to school policy.

2. If an injury requires treatment by a physician, the athlete must obtain the attending physician's permission (in writing) to return to active status on the team.
3. Any and all insurance the injured athlete's family carries will be the primary source to cover medical expenses. Insurance through OCS/VCHS is a secondary source.
4. Conditioning is your responsibility prior to the start of the season. Prepare yourself so that you can stand the physical stress that athletics will put upon you.

K. Transportation

1. All athletes must travel to and from out-of-town athletic contests in transportation provided by the OCS/VCHS Athletic Department unless school transportation is not available.
2. Exception to the above stipulation would be if the team is playing near the athlete's home; then that athlete would be allowed to drive their own vehicle to the game.
3. Athletes may ride home from away games with their parents. Parents **must inform** the coach of this arrangement before heading home, preferably before the game.
4. School vehicles are a privilege, not a right. Keep them clean and neat!
5. Athletes who miss the team bus or van will not be allowed to participate in that day's contest unless the coach agrees that there were extenuating circumstances.
6. All regular school bus rules, as explained by the driver and/or coach, will be followed.
7. No stereos, CD players, "Walkmans," or electronic games will be allowed on the bus or van.

L. Day of Game Procedures

1. The OCS/VCHS school dress code is the minimum requirement for game days. At their discretion, coaches may require their players to dress up.
2. For games at which dressing rooms are available (both home and away), athletes are expected to be in school dress code both going to and leaving the game.
3. Athletes are not to wear uniforms to and from games if a dressing room is available at the game.
4. Athletes are encouraged to support other OCS/VCHS teams by attending their games whenever possible. Sub-varsity coaches may require their teams to attend home games of higher level teams in their particular sport.
5. All OCS/VCHS athletes should strive to be an excellent example to others as participants and fans by displaying the character qualities previously listed.
6. Respect and courtesy should be displayed at all times when visiting schools, restaurants, hotels, etc.
7. Students may be asked to bring their own money for food and hotel expenses on long or overnight trips.

8. It is often necessary to dismiss athletes early from school to attend away games and tournaments. In this event, it is the responsibility of the student-athletes to see their teachers ahead of time to arrange for assignments, quizzes and tests to be handed in, explained or completed. Athletes will not receive special treatment when this happens. Extra-curricular activities will never be an excuse to fall short in academic performance at OCS/VCHS.
9. Athletes may be asked to help with set-up of the gym before a game or tear-down after a game. In any event, please help with a willing heart.
10. Parents may be asked to work admission tables and concession stand for home games during the course of each specific sport.

M. Coaching Requirements and Responsibilities

**Philosophy Statement:**

The first and foremost thought in our coaches' minds should be that we as adults are representing Our Lord Jesus Christ to the young people placed under our charge. We are called to be living examples of Christ. Spiritual leadership with regards to prayer and devotion with athletes should be high priority for our coaches.

**Promotion of Program and Personal Appearance**

- A. Promote all school activities whenever possible.  
Encourage students to be involved and support other school teams.
- B. Dress the part of a coach.  
Wear school colors whenever possible.  
Come to practice in clothing appropriate to activity.  
Come to games dressed in a sharp business like fashion.

**Practice and Game**

- A. Be early for practice and games.  
15 minutes for practice  
30 minutes for games
- B. You are expected to be at all practices and games. If for some reason you cannot make a scheduled practice, you need to contact the athletic director as soon as possible. Under no circumstances are you to hold a practice without an adult in attendance.
- C. Be aware of, and adhere to, the practice time schedule. Respect other practice times by staying out of the gym until your practice time begins. Make sure your players do this too.
- D. Following a contest or practice, coaches are expected to stay in the building for proper supervision or provide for supervision by another responsible adult until all students have left the school grounds.
- E. If the practice schedule is changed, it is the responsibility of the coach to communicate the change either by notification in a note home or personal contact with each player by a phone call. Always communicate changes to the A.D. If practices vary during a vacation time, it is the responsibility of the coach to

contact each player. Coordinate times with the A.D. Please remember, many parents need to transport their students and need advance written notice.

### **Officials**

Your A.D. is responsible to secure officials for any contest. You have a responsibility to check with the A.D. and verify that an official will be at the contest.

### **Transportation**

- A. Normally middle school athletic teams are transported to games by parents of the players.
- B. Normally high school athletic teams are transported to games by parents of the players. When numbers warrant, transportation will be arranged on a bus and scheduled by the A.D. Coaches are responsible for bus conduct of players.
- C. Coaches are expected to return with their teams to OCS/VCHS or ensure that another responsible adult is at the school when athletes return from all away games.

### **Equipment**

- A. Coaches are responsible for all equipment issued to them.  
Storage of equipment after a practice is the coach's responsibility.  
Proper care of equipment is a must.  
Contact the A.D. in advance for any equipment needs.  
Securing of equipment before and after athletic contests is a coach's responsibility. Report any losses of equipment to you're A.D.  
Any equipment purchase must be done by A.D.
- B. Coaches are expected to be sure that the gym/field is ready for any contest or practice. The A.D. will prepare the gym/field in advance.
- C. Proper medical equipment is to be secured from your A.D. in case of athletic injuries. Each team will be issued their own athletic kit for use during their season.

### **Uniforms**

Each coach is expected to issue and collect all uniforms and record exactly what each athlete has been issued and the condition of the uniform. Return this list to the athletic office. Uniforms are to be worn for games only - not practices. Uniforms are the property of OCS/VCHS.

### **Forms and Paperwork**

Coaches are responsible to collect the following paperwork and return it to the athletic office before allowing an athlete to practice or play in a game:

- A. WIAA physical card must be on file in the athletic office for each athlete.  
Physicals are valid for two years.  
Green WIAA physical form is used for new physicals.  
Cream WIAA alternate year physical card is used for second year.

- B. Athletic Medical History and Athletic Waiver form (form #1) must be on file in the athletic office for each athlete.
- C. Agreement to Participate form (form #2) must be on file in the athletic office for each athlete.
- D. WIAA Athletic Eligibility Information Bulletin (form #3) must be on file in the athletic office for each athlete.
- E. Coaches are expected to supply roster information to the athletic office ASAP so that they can be sent out to all other schools on our schedule.
- F. Coaches are expected to assist the A.D. in collecting grade qualification information of athletes when initiated by the A.D.

### **Media Information**

Coaches at the varsity level are expected to provide pertinent game information and statistics following any contest to the local media. See the A.D. for the list of numbers and media to call.

### **Coaches' Behavior**

- A. Coaches behavior during games must in no way detract from the Christian testimony at OCS/VCHS. Coaches should at all times strive to avoid unsportsmanlike conduct and be a good example to players and fans. Coaches should encourage good sportsmanship by players and participate in accepted traditions which include (but not limited to) shaking hands with opposing coaches and standing with respect and attention for the National Anthem.
- B. Failure to follow these guidelines will result in a written warning for a first offense; possible voiding of contract, for a further offense.
- C. The coach's first and foremost responsibility is to the particular sports team he/she is contracted for. All other areas are the concern of the other coaches and the A.D. Any questions or concerns should be brought directly to the attention of the A.D.

### **Coaching Requirements**

All coaches will submit a coaching application to the A.D.

All coaches will be required to undergo State mandated background checks.

All coaches of WIAA teams will be required to take two courses (Coaching Principles and Sports First Aid) to meet WIAA requirements at the expense of the school. Details of these course offerings will be provided by the A.D.

### N. Co-op Agreements

These agreements will be negotiated individually with other schools and must be approved by the OCS/VCHS Head Administrator.

## **VI. CLOSING COMMENTS**

The athletic administration and coaching staff at OCS/VCHS want to wish you the very best in your athletic endeavors. If we can be of help to you in any way, please let us know. The Lord has put us here to help you grow. We want athletics to be fun and

profitable in your Christian life, and we want sports to help build the character of Christ in you.

## **VII. ATHLETE'S PRAYER**

Father, I thank You that You care about all the details of my life, even this sports event. Your Word says that I am strong and can do all things because I have Jesus in my heart. I believe that You will guide my performance.

I have practiced diligently, and You have said that the hand of the diligent shall rule. I will run this race and play this game in such a way that I might win. In Philippians 3:14 the Apostle Paul said, I press toward the mark for the prize of the high calling of God... In like manner I strive to win, to do my best, and to compete according to the rules in integrity and purity of heart. I will compete with all my strength and might, because I play for Your glory. Father, I ask You for wisdom, for Your Word says that wisdom is better than strength. Help me to compete skillfully and confidently. I believe I have the mind of Christ. Though others may look to their superior abilities, or their wealth of experience, I look to and trust in You.

I pray for my teammates. I ask that You help us play together as a team, that each one of us will contribute our individual strengths and cover one another's weaknesses. Grant our coach wisdom to make the right call at the right time. Help him/her coach effectively, inspiring us to play harder, edifying us, and building character in us.

Father, build in me the character of a godly competitor that under pressure I may walk in peace, maintaining poise. When I am tempted to become discouraged and give up, I will continue, empowered by Your strength. When faced with overwhelming odds, I will not waver in unbelief, but will walk securely because I know that nothing is impossible with You.

I will not murmur, complain, gossip, or get offended at the officials, coaches, opposing team, or at my own team if something happens that I don't like.

When graced with victory, I will not become prideful, because pride goes before a fall, but will gratefully give You all the glory. If we should lose, I will resist the temptation to become discouraged, because I know that You always cause us to triumph in Christ Jesus, and that we are always winners through Him.

Father, thank you that both teams can play free from injury. I pray that this will be a fair game and a just game. Thank you that the officials will be fair and impartial and will keep all things decent and in order. Thank you that I can do all things through Christ who strengthens me. No matter what the results of this game, I will exercise the fruit of the Spirit and be a gracious athlete.

In Jesus' name I pray. Amen.