

PORTLAND CHRISTIAN JR/SR HIGH SCHOOL - ATHLETIC HANDBOOK

Handbook Outline

Revised 10/10

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PREFACE

This handbook is primarily written with the high school athletic program in mind. However, the Junior High and Senior High programs at PC are within the same organization and administration. Each of the principles contained within this document are also designated for the Junior High program. Any references to the OSAA apply only to the High School program because the OSAA does not sponsor or regulate programs below the senior high school level. If there is something specific to the Junior High student it will be emphasized.

PORTLAND CHRISTIAN JR/SR HIGH SCHOOL - ATHLETIC HANDBOOK

I. INTRODUCTION

A. To the Parent - This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics. Your family interest in this phase of our school program is important. We believe that participation in sports provides a wealth of opportunities and experiences for the student. It is our hope to maintain a program that is sound in purpose and will further each student's educational, physical and spiritual maturity.

A student who participates in athletics is voluntarily making a choice of self-discipline and self-denial. Failure to comply with team or school rules of training and conduct, or failure to maintain academic requirements may mean exclusion from a squad. There is an expectation that each participant will discipline his/her mind and body for rigorous competition. We believe God calls us to strive for excellence and we do not want our athletes to compromise or accept mediocrity.

Parents play a key and critical role in the overall success of their young person's involvement in athletics. It is important that all parents realize the importance of their role in this area of their student's life. There are some key ingredients in the recipe of success in athletics that need to be provided by parents.

1. Support and Cooperation

- a. Attend every contest that is feasible. Being at the game is important to your athlete. However, do not try to live through your child. Be positive and supportive without adding undue pressure and unrealistic expectations.
- b. Try to be objective. Avoid the syndrome of seeing your young person as the best player on the team or as faultless. All players, no matter how capable, need correction, redirection, and occasional chastisement.
- c. Belief in and support of the coach's judgment, character, actions, strategy, and overall philosophy will help your child do the same. In contrast, criticism and constantly questioning a coach's actions and overall program will likewise lead the student/athlete in that way. The attitudes and ideas communicated in the home will often be carried out in the heart and mind of the athlete.
- d. To question is not necessarily to criticize. It's all in the frame of mind and the approach. Be tactful and positive.
- e. Confrontation is sometimes necessary and can be healthy if timing and method are appropriate. It is better to confront an issue in love than to let it go and build up into unnecessary hard feelings.
- f. Let your young person know that you are supportive, that you believe in them regardless of the results of the individual or team performance in a contest.

- g. Be flexible whenever possible. As carefully as planning is done, changes in times and schedules sometimes need to be made.
- h. Build up, rather than put down other team members. It is important that each one sees the other team members as a vital part of the team, regardless of their role or skill level.
- i. Be sensitive to those around you as you watch the contest. Being a parent of an outstanding player or a parent of a player who plays less often each holds its share of joy and pain.

2. Communication

- a. If your young person must miss a practice or contest for family reasons that are unavoidable, let the coach know as soon as possible by phone call or email.
- b. If you have a valid question or comment, verbalize it to the appropriate person (most often the coach). Choose an appropriate time and do so in a positive way. Some issues are best dealt with during the off-season.
- c. Remember that the coach is the designated person in charge. You may not understand or agree with some of his/her philosophies or decisions, but be willing to give the benefit of the doubt and show your support.
- d. Guidelines for handling parent/coach concerns: Generally the first responsibility is for the athlete to work with the coach. A coach appreciates communication from the athletes regarding team or individual situations. A coach will not "hold it against" an athlete for wanting to talk about a situation. If a parent wants to speak with a coach about a concern it should be done at a suitable time or via an appointment. Confronting a coach before or after a contest is not an appropriate time. If the concern still exists after meeting with a coach the concern should be taken to the AD.

Our staff has committed to meeting the following obligations and responsibility toward each participant:

- to provide adequate equipment and facilities
- to provide capable coaches
- to provide equalized contests with skilled officials

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. One of the purposes of this handbook is to acquaint you with specific policies that are necessary for a well-organized program of athletics. It is the role of the Athletic Department to make rules that govern the spirit of competition for the school. These rules need a broad base of support, which is achieved through communication to the parent. It is our hope to accomplish this objective through this publication.

Your role as a spectator is important. Support your athlete, your team and your school in a positive manner. There are certain things that have become common in some arenas that are not acceptable at Portland Christian. Please refer to pages 11-12 for more specifics.

You can see how critical and important your role is in the success of your young person's athletic involvement. Please take the time to carefully consider and evaluate how your attitudes and actions are presently influencing your child. Most parents desire to enhance the athletic experience of their children. This can best be done with attitudes that are consistently positive.

Your efforts of support, communication and sportsmanship are appreciated by the administration, coaching staff, and most of all the athletes, who are the chief beneficiaries of parental involvement.

B. To the Athlete

Being a member of a Portland Christian athletic team is the fulfillment of an early ambition for many students. This accomplishment carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad at Portland Christian, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to glorify God by winning with honor and losing with grace. We desire to win, but only if in so doing we honor God. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-League and All-State honors.

It will not be easy to contribute to such a fine athletic tradition. When you wear the Purple and Gold of your school, it is assumed that you not only understand the traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

1. **RESPONSIBILITIES TO GOD:** Christians are Ambassadors for Christ and the Light of the World. As a member of an athletic squad from a Christian school, the most important responsibility an athlete has is to be a good representative of God.
2. **RESPONSIBILITIES TO YOURSELF:** You have a responsibility to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your academic studies, your participation in other extracurricular activities as well as sports, help to prepare you for your life as an adult.
3. **RESPONSIBILITIES TO YOUR SCHOOL:** Another responsibility you assume as a squad member is to your school. Portland Christian cannot maintain its position of having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing positively to the reputation of your school.

You assume a leadership role when you are on an athletic squad. You are on stage with the spotlight in your direction. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of

this leadership role, you can contribute greatly to school spirit and community pride. Make Portland Christian proud of you, and others proud of your school, by your faithful exemplification of these ideals.

- 4. RESPONSIBILITIES TO OTHERS:** As a squad member you also bear a responsibility to your family and friends and others around you. As an athlete the younger students will watch you and they will copy you in many ways. Work hard to set a good example for them.

C. SPORTS PROGRAM

High School		Junior High	
Fall – Girls Volleyball Soccer (Coed)	Fall – Boys Football Soccer (Coed)	Fall – Girls Volleyball Soccer (Coed)	Fall – Boys Football Soccer (Coed)
Winter – Girls Basketball	Winter – Boys Basketball	Winter – Girls Basketball	Winter - Boys Basketball
Spring – Girls Softball Track	Spring – Boys Baseball Track	Spring – Girls Track	Spring – Boys Track

**Fielding of a Varsity team in a particular sport or for a lower level B, JV or JV2 team will be dependent on sufficient turnout.

Other Sports - High School - Facilities, resources, funding and personnel all must be considered when deciding which sports to offer at a smaller high school. Wrestling, swimming, golf and tennis are not sponsored by PCH. Each is an individual type sport. There are two options for a PCH student to participate in one of these sports. In cooperation with the Athletic Director, parents may fund, supervise and coordinate the participation of their student(s) in an individual sport. (This has been done in the past in golf and diving.) The other option is to participate on the team of the public school of the district in which they live. This can only be done in a sport in which PC does not field a team. Contact the Athletic Director for further information.

II. PHILOSOPHY OF ATHLETICS at Portland Christian

Portland Christian Schools was established in 1947 to provide an education that honors God and teaches every subject from a biblical perspective. Forty-five years later in 1992 a mission statement for the school was officially adopted, which supports the original purpose of the school and reads as follows:

The mission of Portland Christian Schools is to educate students in the truth of God's word in every area of instruction and activity, so that their lives may be transformed by the renewing of their minds.

One major area of activity at PC is the athletic program. The challenge before the coaches, athletes

and fans is to understand how God's word applies to this area of life and to learn how to apply the biblical principles in a practical, life-changing manner.

Athletics play a big role in much of today's society. Multiple hours of TV coverage make sports viewing available at any time. The emphasis heard most often is the importance of winning. What does it mean to win or lose? The world's view of winning and losing is very simple. Score more points than your opponent and you win - score fewer points and you lose. Simple and to the point - get it done any way you can.

Wes Neal presents another perspective on winning and losing in his booklet, **Total Release Performance**. He defines winning as *the total release of all that you are toward becoming like Jesus Christ in each situation*. Conversely, *losing is not releasing your entire self toward becoming like Jesus Christ in each situation*. He uses two Bible passages together in an athletic paraphrase to illustrate how God sees winning.

"Conduct yourself in word and action the same way as Jesus Christ would conduct Himself (Col. 3:17). Do what ever you do with a TOTAL RELEASE of your mental and physical abilities and your emotional energies toward performing like Jesus. Have in mind that He is your only audience" (Col. 3:23).

Some might ask if this concept then makes winning on the scoreboard of no importance. The answer is no, it just puts it in proper perspective. If the objective of a contest is to defeat the other team, it would not be honoring to God as a coach or an athlete to enter that contest and not give one's best to try to win. The responsibility of coaches is to provide the proper balance at each level of competition. For example, one objective for coaches coaching below the varsity level is to provide game experience for each participant.

Another way to look at competition and the perspectives of winning and losing is to divide the objectives into two categories: **Goals** and **Desires**. A goal would be defined as something which one strives for and which they also have control over whether or not the objective can be accomplished. A desire is something to be strived for but over which one does not have control of the results.

Winning games does not fit under the category of a goal as defined above. For a Christian, the purpose in life involves a relationship with God, resulting in allowing God's glory to reflect through his own life. A single all-encompassing goal then is to honor and glorify God through the athletic participation. The accomplishing of the goal is left in the hands of the athlete. The athlete is the one in control of his/her own behavior and attitude and is the one who determines his/her relationship to God. Effort, teamwork, enthusiasm, compassion, humility, all are positive reflections of God working through one's life. If one's goal is to honor God, what kind of effort will that person give in practice and games? What will the reaction be to an incorrect call by an official or an unkind action by a teammate or an unfair decision by a coach? What will the reaction be to lack of playing time or a tough loss? These are areas of life over which the athlete has control - effort, reaction, and attitude.

Winning does fit under the category of a desire as defined above. Circumstances beyond ones control can prevent even the best team from defeating another in some situations. The desire to win is very strong. Winning games, league championships and state titles should be the desire of every athlete. Individual success at the team, league and state level is a dream of most athletes. As long as all of the desires involved with athletic competition are brought under the umbrella of the goal - to honor and glorify God - then they are kept in proper perspective. A balance is there which allows the

athlete to compete at his/her best.

It is the desire of the athletic department that every team or individual that competes for Portland Christian experience the thrill of winning games and of rising to ones full potential. More importantly, however, the goal of the athletic department is that everything that is done be honoring and glorifying to God.

III. GOVERNANCES

A. PORTLAND CHRISTIAN SCHOOLS

1. The Board of Trustees is responsible for all school policies and delegates their fulfillment to the administration. The head administrator delegated with the responsibility of the athletic program is the high School principal.
2. The day-to-day responsibility for overseeing the athletic program is assigned to the Athletic Director. Each participant is directly responsible to his/her own coach who is responsible to the Athletic Director who in turn reports to the Principal.

B. THE OREGON SCHOOL ACTIVITIES ASSOCIATION (OSAA)

All member high schools voluntarily join the Oregon School Activities Association and compete only with other member schools in Oregon or schools of other states that are members of their state association. As a member school, Portland Christian High School agrees to abide by and enforce all rules and regulations set forth by this Association. The OSAA has specific rules regarding individual eligibility including attendance, grades, age, awards, school representation and transfers between schools, which all schools must follow.

The primary role of the OSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The OSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The OSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. The OSAA is also responsible for all state playoffs and tournaments beyond district play for athletics and activities. Further information about the OSAA can be found on their website at: www.osaa.org

A summary of OSAA Eligibility Rules is as follows:

1. **Academics** - details described in IV-A-1, page 10.
2. **Graduation** - a student becomes ineligible thereafter upon graduation from high school. Following initial enrollment, a student may participate in the interscholastic program for four consecutive years (eight semesters) after entering the ninth grade. Students below the ninth grade level may not participate on high school teams.
3. **Age** - a student who becomes 19 before August 15 shall become ineligible for interscholastic competition. A student who becomes 19 on or after August 15 shall remain eligible for that entire school year. (A Junior High student who turns 15 before August 15 shall likewise not be eligible on PC Junior High teams.)
4. **Monetary Compensation** - A student may not accept monetary compensation in recognition of athletic ability, participation and/or achievement. A student may accept

non-monetary compensation or items of value solely in recognition of athletic ability, participation and/or achievement if the total value of such non-monetary compensation or items of value, including the actual value of any discounts, coupons, etc. does not exceed \$300 in any association year. Should there ever be a question, contact the athletic director immediately since eligibility is at stake.

5. **Transfer** - transfer rules are established to prevent and deter athletes from changing schools exclusively for athletic purposes. It is also considered undue pressure if any contact is initiated by a coach or other school representative with a student from another school for the purpose of athletic recruitment. Most transfers to Portland Christian are covered simply by the following examples. One example is that of a family moving to the Portland/Vancouver area and enrolling their students at PC. When all transcripts and documents are in place a transfer certificate is signed by the principal and kept in their student file per OSAA regulations. A second example is that of a student transferring from a local high school between school years and the family does not move. Again, when all transcripts and documents are in place a transfer certificate is signed and submitted by the principal and the student is eligible. There are many other possibilities, such as mid-year transfers, just as there are also exceptions to the rules that may be appealed to the OSAA. Any questions should be directed to the athletic director. The OSAA deals only through school administration and not directly with parents.
6. **International Students** - Foreign Exchange students on a CSIET approved program will be eligible for one year. If the student is an International Student (non-CSIET) the student will be ineligible for one year. Check with the AD for additional details.

C. THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

The National Federation consists of the fifty individual state high school athletic and/or activities associations and its purpose is to coordinate the work of all of its members. The National Federation is both a service and regulatory agency. Cooperation between the state associations and the National Federation ensures some degree of teamwork on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities. The Nat. Fed. also publishes rule books for all high school sports.

D. THE NORTHWEST LEAGUE

Portland Christian High School is a member of the Northwest League which consists of Class 2A schools assigned by the OSAA to District #1-2A. 2A schools in Oregon have a student population of 106-225 in grades 9-12. League membership facilitates the arranging of schedules, equalizing competition, and conducting league meets and determining league championships. The league provides PC the opportunity for competition with schools of similar size and programs. Membership implies abiding by league rules and regulations. The other member schools are: Delphian Dragons, Gaston Greyhounds, Faith Bible Falcons, Knappa Loggers, Neah-Kah-Nie Pirates, Nestucca Bobcats, Riverdale Mavericks, and Vernonia Loggers.

E. JR. HIGH LEAGUES

The teams representing Portland Christian Jr. High compete in different leagues. Soccer, volleyball, basketball and track teams compete with other private and small public schools

in the Metro-Christian League. The football team plays tackle football with a variety of schools in no formal league. (Starting again in the 2012-13 school year.)

IV. BASIC ATHLETIC DEPARTMENT POLICIES

A. REQUIREMENTS FOR PARTICIPATION

1. A Summary of the Minimum Requirements of the OSAA

Academics - doing passing work in three regular subjects the preceding term as well as the current term for students in a block schedule (5 subjects in a regular schedule). The student must be maintaining regular progress towards graduation.

2. Minimum Requirements of Portland Christian Jr/Sr High School

- a. **Academics** - in addition to the requirements of the OSAA, student/athletes at Portland Christian are expected to maintain a 2.0 accumulative GPA. If the GPA falls below a 2.0 (or the student receives an F grade) the student is subject to the conditions of probation as outlined in the student handbook and may not be allowed to participate.
- b. **Attendance** - if a student is absent *unexcused* any part of the day, they will not be allowed to participate in any practice or game that day. If a student is absent *excused* more than half a day (two block periods), they will not be allowed to participate in any practice or game that day without special permission from the principal. (Excused absences are listed on pg. 12 of the Student Handbook)
- c. **Physical Examination** - completed by a physician and submitted before participation in grades 7, 9, and 11. Valid for two years. Sixth graders involved in athletics on the Jr./Sr. Campus will be required to have this on file as well.
- d. **Athletic Participation Permit** - completed annually by the parent/guardian - includes permission, assumption of risk, insurance information and emergency information. **Athlete/Parent Acknowledgement of Athletic Policies** – This is found at the bottom portion of this form. Each parent/guardian and athlete shall read the athletic handbook and upon completion sign the form, certifying that they understand the athletic eligibility rules and policies of the school and agree to abide by them. The signature of each is required to be on file with the medical and participation forms before participation in practice or games.
- e. **Insurance** - *the school insurance will cover student athletic injury expenses in excess of another plan.* (Checking into.) The policy does not cover high school tackle football. A supplementary insurance policy can be purchased through the Jr/Sr High School office. Purchasing this insurance is mandatory if a family does not have insurance coverage. Contact the high school office for further information.
- f. **Risk of Participation** - All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. Portland Christian coaches will advise, caution and warn athletes of the potential for injury and the proper procedures for participation in the particular sport.

h. Financial Obligations and Equipment

- A sports fee of \$155 for Jr. High and \$195 for High School athletes will be assessed per season with a \$750 annual family cap.
- Uniforms - in several sports, athletes will be required to purchase a portion of the game uniform, which will become their property. School issued uniforms are to be worn only for games/competition or as designated by the coach.
- Equipment/Practice gear - athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn or used only for contests and practice. All equipment not returned in good condition at the time requested at the end of the season will be subject to a financial penalty no higher than replacement value.

B. ATHLETIC CODES OF CONDUCT

1. Sportsmanship

- a. **Athletes** - All athletes shall abide by a code of ethics that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Intimidation or forms of "trash talk" will not be tolerated. A PC athlete should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc.... As Christian athletes display these characteristics, good things usually happen: teams are successful; players are motivated; fans are supportive and enthusiastic; parents are proud; perspective athletes want to participate, and very often non-believers are drawn to Christ.
 - b. **Parents and Spectators** - It is important to make guests to our school activities feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsmanlike way. The skills of the visiting team should be recognized and appreciated. Everyone needs to work to create a positive atmosphere at Portland Christian. The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting, yelling negative comments to officials. Never confront officials or other participants during or following a contest. If a problem occurs inform the school administration and allow them to deal with the situation. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior. The school may also deny the privilege of attending future contests.
2. **Substance Abuse** - The student handbook states that *Any student who is known to use alcoholic beverages, tobacco in any form, illegal drugs of any kind on or off campus, will be suspended or excluded from school.* A student not in school for disciplinary reasons will not participate in practices or games and any further participation will be determined by the administration.
 3. **Hazing** is not to be a part of the Portland Christian athletic program. Hazing is defined as an initiation process conducted against a player or prospective player of a team that

degrades or humiliates that person in order to join a team or be accepted. Any behavior directed toward another student that endangers the mental or physical health or safety of the student for the purpose of initiation or admission into or continued membership on any such team is not acceptable behavior.

- 4. Game Behavior** - According to OSAA policy, if a high school player is ejected by an official for an unsportsmanlike act (such as fighting), the Athletic Director will notify the OSAA of the ejection and that player will not be allowed to participate in the next scheduled contest. (If the ejection was unjustified there is an appeal process on the misapplication of a rule, but no appeal can be made regarding the judgment of an official.)

C. PARTICIPATION – Dual Sports - An athlete may participate in only **one** sport per season. The exception to this rule is a soccer player may participate in football as a kicker. The athlete must have the support of the soccer and football coaches, subject to final approval by the Athletic Director. Only one sports fee will be assessed the student in this case. (Approved Board Motion June 2006)

D. DROPPING OR TRANSFERRING SPORTS - Quitting a sport after the season has begun may create problems for the entire program. On occasion, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the athlete is to consult with their immediate coach and also the head coach of that sport. If an athlete drops a sport before the first contest has been held no sports fee will be charged.

- If an athlete wishes to change sports (drop one and begin another) during the same season he/she must consult with the coaches of each sport concerned and with the AD to seek permission to do so.

E. EQUIPMENT - School equipment checked out to the student/athlete becomes his/her responsibility. The athlete is expected to keep it clean and in good condition. Equipment/practice gear/uniforms are to be used only in practice or contests or as directed by the coach. It is not to be worn in PE classes or at other times unless directed by the coach. Loss of any equipment is the financial obligation of the athlete at full replacement value. Fees may be charged for late return of equipment. No athlete will be allowed to participate in a sport until all previously issued athletic equipment has been returned or proper restitution is made.

F. MISSING PRACTICES/CONTESTS - REMOVAL FROM A TEAM -When an athlete joins a team the commitment is made not only by the athlete but the parents as well. It is hard work scheduling around an athletes schedule for a season. An athlete is expected to attend all scheduled practices. If an athlete is going to miss a practice or contest, the coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season it is important to work with the coach so he/she can plan also. Missing a practice or contest will generally result in some consequences.

At times parents may deem it necessary to remove their student from an athletic team on a temporary or permanent basis. It must be realized that these actions penalize the entire team in addition to the removed athlete. It is suggested that this course of action be viewed only as a last resort and used only when other disciplinary methods have been exhausted. Regular consultation should be maintained with the coach if removal from the team is a

consideration.

G. TRAVEL

1. All team members; statisticians etc. are expected to travel to away contests in transportation provided by the school. (On occasion, when competing at a school near PC, teams may be directed to meet at that site.) Any exceptions for transportation must be pre-arranged with the AD twenty-four hours in advance. Each person is also expected to return back to school on the same transportation. However, if a parent/guardian is at the site of the contest they may take their student after checking out with the coach. Any other plans must be **pre- arranged** with the Athletic Director. Athletes will not be given permission to ride home with other students.
2. Portland Christian contracts with First Student for transporting teams. Students are responsible to the coach and the bus driver on the bus. It is expected that PC athletes will obey the laws relating to school busses, keep the bus clean, remain seated, maintain an "inside voice" in conversation and show the driver appreciation for driving.
3. Food Stops - when out of town the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior is expected.
4. The estimated return time from trips is listed on the schedule. Games that are timed (FB & BX) are easier to estimate than sports that do not use a time clock. A coach must wait with the students until all have rides, so when the bus returns late at night it is important to arrange transportation on time. Parents should either be ready at the estimated time or arrange for the student to call earlier regarding the pick up time. Most coaches have their duties completed within 10 minutes after return to school and are ready to go home too.
5. Transportation provided for trips is a school bus. Some teams may determine that they would prefer riding in a highway coach on a long trip. In order to do so the team must pay the difference between a bus and a highway coach. The amount due will be pro-rated to each athlete, the coach will notify the athlete and the athletic secretary will bill the amount due.
6. On some occasions the schedule will require travel on a school night with a late return time. It is expected that student/athletes will attend all classes the next day.

H. COLLEGE RECRUITMENT - It needs to be understood that a very small percentage of athletes in the entire state of Oregon will gain a "full ride" athletic scholarship to college. The purpose of athletics at Portland Christian is not to prepare athletes to compete at the college level. Preparation for college athletics is a byproduct of participation in high school athletics and many PC athletes have and will continue on to competes at the college level. It is important for an athlete to work with their coach who will aide in making contacts with college programs. Any athlete who anticipates competing at an NCAA Division I or II College must register with the NCAA Clearinghouse through the counseling department.

I. CONFLICTS IN EXTRACURRICULAR ACTIVITIES - Inevitably in a school situation, scheduling conflicts will arise between athletic events and other school activities.

When the athletic schedule is produced, care will be taken by the Athletic Director to avoid conflicts if possible. In some instances, a student will have to choose prior to the season such as playing on an athletic team or taking a part in a drama production. Typical conflicts may involve musical performances/competitions with athletic practices or events. A student who is participating on an athletic team is expected to attend all regularly scheduled practices and should not expect to miss practice to try out for another activity.

For students participating in a number of activity programs, scheduling conflicts will occur. It is important that the student keeps a calendar of events for his/her activities and if a conflict is found, immediately informs all of the sponsors/coaches involved. In order to deal with each participant fairly, a consistent policy is necessary. If left unattended, unresolved and not discussed, the student-athlete is often placed in a difficult position between the athletic coach and the activity sponsor. The student may feel pressured by both sides wanting his or her talents and abilities. The decisions are difficult, but the following guidelines are presented as the method for dealing with activity schedule conflicts.

Priority I - Precedence is based on the sanctioning of the activity by the OSAA.

Priority II - Contests that are a criteria for advancement to a higher level of competition such as a state tournament.

Priority III - Major competitions and performances including contests or tournaments determining conference and district championships.

Priority IV - Includes regularly scheduled games, contests and major performances. An event previously scheduled and placed on the school calendar will take precedence over a rescheduled event or addition to the calendar.

Priority V - How important the student's participation is to the success of the group's performance?

If after utilizing the prioritized criteria, all items remain equal, the student in consultation with the Principal must make the final decision. **NO PENALTY IS TO BE ASSESSED TO THE PARTICIPANT AFTER FOLLOWING THIS PROCEDURE.**

- J. RELEASE FROM CLASS** - If a student misses a class because of an athletic contest it is the responsibility of the student to turn in all work due **BEFORE** leaving school. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher.
- K. SQUAD SELECTION/PLAYING TIME** - In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Portland Christian; coaches are encouraged to keep as many students on a team as can be reasonably managed. Time, space, facilities, equipment and other factors will place limitations on the most effective squad size for any particular sport.

Usually, no limitations are put on the number of participants in Football and Track. Volleyball and Basketball teams typically experience the most restrictions because of team size and indoor space limitations. It is the decision of the coach regarding the number of players to be named to a team in a given season.

It needs to be understood that high school students who make a team will not necessarily see equal playing time. **No amount of playing time is guaranteed to a high school**

athlete. Playing time depends on the skill and experience of the athlete and how those attributes blend with the rest of the team and the level of competition. Playing time for the high school athlete is an appropriate point of discussion between an athlete and the coach. High school coaches will not be expected to discuss playing time with parents. In all high school teams levels below high school varsity it is generally expected that an athlete will participate in each contest but there may be occasions when this does not happen.

A significant exception to this policy is found in Junior High Athletics. It is the policy of Portland Christian Schools to require its junior high coaches to play every player on the team at least the equivalent of one quarter of play per game. It is the philosophy of the school to encourage student participation and commitment to each sport by giving instruction at practice as well as giving a commitment to actual playing time to the junior high athlete in order to prepare him for high school athletics. Requiring the student to discipline himself/herself to practice every day and then remove any opportunity to use the skills developed in practice on the field or in the gym does not follow the philosophy of providing a balanced junior high athletic program. Part of their development and improvement in the sport they choose is to make sure they have a sense of what it is like to be in actual competition while they learn.

One exception in Jr High may include post-season tournaments/playoffs. The coach may opt to use a more limited rotation of players during the post season and will notify squad members of the tentative plan.

- L. 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 make these know to the team and file a copy of the rules with the Athletic Director.
- M. CONFLICT RESOLUTION** - If a conflict or perception of a conflict arises with a coach or other staff person the first responsibility is for the athlete to discuss the situation with the coach. This should occur before the parent speaks with the coach. If no resolution is found, the next two steps of appeal are to the Athletic Director and then the Principal in that order. Before or after ball games are not appropriate times for a parent to approach a coach to discuss a situation.
- N. SPECIALIZATION** - The tendency for many athletes in schools today is to specialize in only one sport in high school. Some think that it will help their chances to play in college. It is the recommendation of the coaching staff at Portland Christian that athletes not limit their participation to just one sport if they have the ability and are capable of playing in two or three sports per year. If an athlete is truly a "blue chip" participant it may be to their advantage to specialize. However, for 99% of athletes, the most important thing to concentrate on in high school athletics is to work hard and have fun. Many college coaches would prefer athletes that are multi-sport participants in high school. Many studies show that multi-sport athletes maintain higher grades in high school.
- O. REPORTING OF INJURY** - All injuries, which occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed.

P. LOCKER ROOMS - Locks and lockers will be assigned to students who are in a PE class or athletics. Lockers are to be kept locked. Roughhousing, throwing towels and other objects is not allowed in the locker room. Hazing of other students is not allowed. Showers are to be turned off after use. Spiked or cleated shoes are to be put on and taken off outside. No metal or hard-plastic spikes or cleats are to be worn in the locker room or any other part of the school.

Q. PERSONAL BELONGINGS/VALUABLES - It is the responsibility of the athlete to secure personal belongings at PC or when traveling to other schools. Money and valuables should not be left unprotected. The school will not be responsible for loss.

R. WEIGHT ROOM REGULATIONS - Weight training classes are designed for the purpose of increasing a student's physical and athletic potential through the use of lifting weights. All athletes are encouraged to enroll in a weight training class. These classes are offered for credit during school hours as part of the curriculum at PCH. Students in these classes are governed by the rules of the individual class. At times the weight room may be open for extracurricular lifting. During these times lifters are required to follow the general weight room guidelines that include, but are not limited to the following:

1. Never lift without a supervisor present.
2. Never lift without a spotter.
3. No horse play at any time.
4. No food or drink except water.
5. Return all weights after finishing with a piece of equipment.
6. Always use correct techniques.
7. Always conduct yourself in a manner that is honoring to God.

S. SPORTS SEASONS/PRACTICE TIMES

1. High School - OSAA Regulations

Fall First Practice – Second to last Monday in August
Football players are required to practice three days with no person-to-person contact and nine total days before an interscholastic contest.
First Contest – Thursday before the first day of school.

Winter First Practice - Monday after volleyball state finals.
First Contest - Wednesday following Thanksgiving

Spring First Practice – Last Monday in February.
First Contest – Second Monday of March.

2. Junior High

Football - Practice begins on Monday of the week prior to the start of school - games are played in Sept. and Oct. Same practice requirements for football as high school requirements shown above.

Soccer & Volleyball - Practice begins on the first day of school - contests are in Sept. and Oct.

Basketball Practice begins the week after Thanksgiving - games are played in Dec. - Mar.

Track Practice begins the week before spring vacation - meets are April - May.

3. **Practice Times** - As a general rule, High School practices will last a maximum of two hours and Junior High practices a maximum of one and one-half hours on school days. Each coach will determine “Daily Doubles” schedules prior to school for fall sports. Practices will generally be scheduled to begin 10-30 minutes after the school day ends. However, the start time for some practice schedules will vary because of game schedules and gym/field availability. Practices will be held for some teams during vacation time or days when school is not in session. Weekend practices will not generally be held. Sunday practices must be first cleared with the AD.
4. **Practice Limitations** - Practices may be conducted for sports teams only during the OSAA designated sports season. Out of season during the school year a coach may work with no more than two athletes from his/her team during a given day. This is in effect from the beginning of fall practice through May 26.
5. **Weather Related Problems** - There are sometimes delays or cancellations due to weather conditions or other circumstances. When school is canceled, a contest or practice is not automatically canceled. Decisions may be made in relation to weather conditions throughout the day. According to league rules, canceled games are to be rescheduled for the first available date. Baseball and softball games are to be played on the next available play date which includes Saturdays.

T. ADMISSION/SEASON PASSES

Typically, no admission charges are made for Junior High contests. Usually admission charges are only made for lower level High School activities when tied in with a varsity contest. PC charges admission to varsity Football, Volleyball and Basketball. Expect to pay at some schools for other sports also. The Northwest League admission rates are \$5.00 for adults and \$2.00 for students. Admission is charged for all league playoff or championship level contests. PC offers season passes for home contests at a discounted rate. They are available at the gate for home games or from the Athletic Secretary in the high school office.

U. ATHLETIC AWARDS POLICIES

1. **VARSIY 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.
 - a. **Specific Sport Requirements**
 - **Baseball/Softball - either:** 1) play in one-fourth of the number of total innings during the regular season; 2) pinch hit or pinch run in three-fourths of the games played; 3) pitcher in four starts or six game appearances.
 - **Basketball, Football:** play in one-third of the number of total quarters during the regular season.
 - **Soccer:** play in one third of the number of halves played during the regular season.

- **Track:** earn an average of 1 point per meet held during the season. Plus other criteria as designated by the coach.
- **Volleyball:** participation in one-third of the total number of games played during the regular season.

- b. Junior Varsity and Jr. High awards** are given on the recommendation of the coach to all athletes that complete the season.
- c. Manager awards** will parallel the regular awards system if they manage for the entire season.

2. LETTERING CRITERIA THAT PERTAINS TO ALL SPORTS

- a. An athlete who moves from one level of competition to another will receive their award at the higher level provided the athlete has met the combined requirements.
- b. A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- c. Injury: Any athlete who plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment the athlete would have met the lettering requirements.
- d. If an athlete moves to varsity during state competition and plays in 50% of the periods or scores team points in individual competition that athlete may letter regardless of other lettering criteria.
- e. Complete the season in good standing with the school and coach.

3. AWARDS

a. Varsity Awards

- 1st award will be a chenille letter, certificate and sport emblem.
 - 2nd and subsequent varsity letters earned will be a certificate and sport emblem.
- b.** All other athletes will be awarded a participant certificate.

V. STUDENT HANDBOOK ATHLETIC POLICIES

- 1 **COMMUNICATION** – Cruel and profane language proceeds from an unclean heart. Therefore, profanity, gossip, filthy words, sexual innuendoes, and degrading comments will not be tolerated. (BPM Chapter IV, Section 5, p. 31)
- 2 **SCHOOL JURISDICTION** - Students are under the school's jurisdiction while in attendance at, or participating in all school-sponsored activities and on school-provided transportation to and from the activity. (BPM Chapter IV, Section 3, p. 27)
- 3 **DRESS CODE** – The dress code will apply to all students when representing the school in an official capacity. When teams travel as representatives of the school, the coach will be responsible for maintaining a standard of dress appropriate for the occasion. Appropriate dress for after-school athletic practices is expected. Coaches will be responsible for maintaining the basic goal of modesty, neatness, and cleanliness. All attire must fit modestly and must cover undergarments. The specific guidelines in the student handbook apply (pg 17). (BPM Chapter IV, Section 5, p. 31)
- 4 **TRANSPORTATION** – THE SCHOOL IS RESPONSIBLE FOR PROVIDING TRANSPORTATION for students participating in all officially sponsored school activities (i.e. field trips, athletic trips, music appearances, ski club, class trips, etc.).

- a In general, private adult-driven vehicles will NOT be used to provide transportation for officially sponsored schoolactivities.
- b In general, private student-driven vehicles will NOT be allowed as official school transportation to and from school-sponsored activities.
- c Under special circumstances and with parental and administrative permission, students may drive ALONE in their own vehicle to schoolactivities. This does NOT include athletic, music, or other competitions.
- d Participants in school activities such as athletics, etc. MAY NOT return from the activity with friends.
- e Students may return with parent after permission is received from the Advisor, Athletic Director, or administrator.
- f Any adult drivers including parents, staff, coaches, etc., MUST complete the Auto Safety Certification form and be approved by the Administration.
- g UNDER NO circumstances may students be transported in 15-passenger vans.

5 ROOTERS' BUS AND TEAM RULES –

- a Rooters' buses must be filled at a rate that will pay for the charter cost. Students will sign up and pay for the cost of the trip in the school office. Admission to the game must also be made by the student at the game destination. Bus fares will not be refunded if a student is unable to attend the game.
- b If a bus is provided, all team members, cheerleaders, etc. are expected to ride and return on the bus. Any variation must be approved before the trip.
- c Students who ride a bus will return on the same bus unless the student rides home with his/her parents after the game. This must be confirmed with the coach or adult in charge. Any other arrangements must be made and confirmed by the Athletic Director before the trip. A student will not be given permission to ride home with other students.
- d School rules and policies apply to all trips. Student dress must be appropriate to the occasion. If a student does not cooperate, he/she may not be allowed to ride the bus in the future.
- e Students of the opposite sex may not ride in the same seat on trips over 30 minutes long