

Maryville Christian School



ATHLETICS

2020 - 2021 Handbook

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Athletic Department Handbook

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Introduction

The Maryville Christian School Athletic Handbook is intended to provide specific guidelines concerning the administration and everyday operation of the MCS Athletic Department. The policies and procedures outlined in this handbook are essential for successful growth, efficiency, and quality in MCS athletics.

1.0 Program Overview

1.1 Mission

The mission of the MCS Athletic Department is to promote the inherent value interscholastic athletics offers to student-athletes as part of the overall educational experience and to inspire a team of athletes, coaches, and parents to honor God through the development of Christian leadership in athletic competition.

1.2 Program Philosophy

The philosophy of the MCS Athletic Department is honoring God with our competitive spirit in our desire to excel. A dynamic athletic program is important to the educational development of students. It raises school spirit and develops school unity. The MCS Athletic Department is an extension of Maryville Christian School. It is our goal to be consistent with the general objectives of the school. We strive to recognize and take advantage of the unique relationship we have with student-athletes as we minister, coach, and lead by Christian example in developing students physically, mentally, socially, and spiritually.

The MCS Athletic Program is a competitive program and should not be confused with other programs such as Upward, Outward, or Parks and Recreation. No minimum per game playing time or minimum number of games in which athletes must compete are established. Playing time decisions are left up to the head coaches of each respective team. All programs are evaluated and monitored by the Athletic Director on a continual basis.

Participation in the MCS Athletic Program carries with it responsibilities to the school and each respective team. The student-athlete, parent, coach, Athletic Director, administration, and staff will work together in promoting to all stakeholders that participation in the MCS Athletic Program is a privilege and an honor, not a right. The athletic field and court are classrooms where teaching is foremost in the development of character, integrity, sportsmanship, school spirit, and teamwork.

1.3 Goals

1. To make sure all our athletes understand that their identity is not found in their athletic achievements or any achievements outside of their relationship with Jesus Christ.
2. To promote the Biblical definition of winning by:
 - a. Doing our best for God's glory and showing His love regardless of the outcome. Humble in Victory, Gracious in Defeat. **"Whatever you do, work heartily, as for the Lord and not for men," Colossians 3:23 ESV**
 - b. Succeeding on the scoreboard, but not at the expense of our relationship with Jesus Christ.
 - c. Acknowledging God in all areas (win or lose) and leaving the results in His hands.
 - d. Praying for His guidance in striving to be a winner the right way.
3. To involve the student body, parents, and staff in developing school spirit and unity.
4. To maintain a clear Christian testimony through words and actions to opposing teams, officials, and the community.

5. To develop the physical abilities God has given to each individual athlete.

2.0 General Program Information

2.1 Programs Offered

Sports listed below will be offered dependent upon student interest.

Sport	Elementary (3-4)	Middle (5-8)	High (9-12)
Baseball	N/A	N/A	Spring (8-12)
Basketball	Boys - Winter Girls - Winter (If enough interest)	Boys - Winter Girls - Winter	Boys - Winter Girls - Winter
Cheerleading	N/A	Boys - Winter Girls - Winter	Boys - Winter Girls - Winter
Flag Football	N/A	Coed - Fall	N/A
Soccer	N/A	Coed - Spring	Girls - Fall Boys - Fall/Spring
Volleyball	N/A	Girls - Fall	Girls - Fall

2.2 Athletic League Governing Bodies

The athletic teams at MCS are governed by differing governing bodies depending on the level. Our rosters must meet the requirements as mandated by each respective governing body in order to participate in regular season and tournament play.

A. Elementary School

Basketball - East Tennessee Elementary School Basketball League - This is a new league to MCS for the 2020-2021 school year. There are two divisions, the North division and the South Division. MCS will be part of the North Division. The season will start in November and will go through February. Games will take place only on Saturdays. Each school in the league will rotate hosting the Saturday games.

B. Middle School

Basketball, Volleyball, Soccer, and Football - Knoxville Independent Schools League – The KISL is a league of Knoxville area private schools who partner together to provide quality athletic competitions and post-season tournaments. The KISL determines admission to games as well as provides awards for individual athletic excellence.

C. High School

- 1. Basketball, Soccer (Fall and Spring), Volleyball, Cheerleading and Baseball**- These teams will act independently and are not regulated by a particular governing body but do follow the guidelines as related to practices and game schedules outlined by the TSSAA.

2.3 Communication

A. Athletic Department Chain of Command

1. MCS Board of Directors – Responsible for overarching school policy
2. Head of School – Oversees the total school program including athletics and extracurricular activities
3. Athletic Director – Administers and supervises the Athletic Program
4. Assistant to the Athletic Director – Assists in the administration and supervision of the Athletic Program.
5. Head Coaches – Oversees their specific sport including instructing the team, conducting practices, developing systems of play, etc.
6. Assistant Coaches – Assists the Head Coach with all responsibilities

*All parties must meet with the level directly above them before contacting a higher level. For example, a head coach should meet with the Athletic Director before contacting the Head of School.

B. Information Updates

The Athletic Department will make every attempt to communicate with parents and students in a timely manner. All questions pertaining to practice and games should be directed to the team coach. Game schedules are posted online at Dragonflymax.com and the school's website along with any notes concerning early dismissal times.

Schedules will change. This is the nature of athletics. Inclement weather, logistical issues with the opposing team, school conflicts, etc. will often change start times or cancel games altogether. The Athletic Director will follow the following protocol when changes are made:

- a. Contact Office
- b. Contact Coaches
- c. Contact Parents
- d. Update DragonFlyMax.com and the school's website
- e. Athletic Instagram
- f. School Facebook Page

C. Coaches, Parents, and Team Communication

Coaches are expected to communicate personal philosophy, team goals, player requirements, expectations, and practice information at the mandatory team meeting. They will continue communication throughout the season and often beyond the season.

Athletes should contact a coach if a problem or concern arises and before a parent schedules a meeting with the team coach. All parent meetings with the coach should include the athlete unless the meeting is to discuss misconduct or inappropriate behavior by the coach. Parents should never go to the Athletic Director unless the coach has already been contacted and the issue is not resolved. Parents will be redirected back to the coach if this step has been skipped.

2.4 Travel

Parents are responsible for transportation arrangements to and from games and practices. The drivers of the vehicles are responsible for safely transporting athletes. Athletes may drive themselves to games if the parents have sent a note to the office stating the time and purpose for leaving. However, students may not drive other students, unless they are their sibling. There are no exceptions to this policy. **All adults** must fill out a Volunteer Driver form (see Appendix A and A2) in order to transport children other than their own. Coaching staff are only allowed to transport student athletes under the following conditions:

- They have a current Volunteer Driver form (see Appendix A and A2), Driver's License, and insurance on record in the MCS Main Office and Dragonflymax.com
- They have **written and dated** permission from the parent/guardian
- They are not transporting the student alone (another student or adult must be in the vehicle)

Parents must exhaust all efforts to find transportation for their student athlete BEFORE contacting the coach. Coaches that transport students in violation of this policy will have immediate disciplinary action initiated.

A. Guidelines for Leaving Early - If a team must leave during the school day, only student-athletes and team support such as trainers, statisticians, and managers will be allowed to do so. Spectators will not be allowed to leave school early. The only exception to this policy would be siblings of athletes, who would be allowed to leave with their parents.

The Athletic Director will let the Principal know in advance when students must be dismissed early. The student-athlete must inform his/her teacher(s) as well that he/she will need to be dismissed early for a game. It is the responsibility of each student-athlete to get assignments from teachers prior to leaving for a game. They are also required to make arrangements for tests or quizzes that will be missed prior to departure.

Games that require athletes to leave school early are noted on their schedules or communicated via email.

2.5 Music

All music played at MCS athletic events (practices, warm-ups, introductions, time outs, post-game settings) will be Christian music or instrumental music. The MCS Athletic Department realizes some lyrics, even those used in Christian music, are not appropriate to be played in front of large audiences, such as at athletic events. The lyrics for all music will be reviewed by the Athletic Director before it is approved for play at an MCS athletic event.

3.0 Code of Ethics

Code of Ethics is designed to notify stakeholders and guests of Maryville Christian School of behavior that is expected of individuals participating in and/or attending an athletic event. MCS encourages and expects behavior from staff, students, and spectators that fosters good sportsmanship, safety, and a positive memorable experience.

While MCS is committed to winning, it is adamantly opposed to a "win-at-all costs" mentality that forsakes the integrity of the school, the respect for opponents and competition, and the representation of Jesus Christ. Failure to comply with the guidelines set forth by MCS may result in disciplinary action.

3.1 Student-Athletes

Athletes represent Maryville Christian School and their behavior, whether during an MCS activity or away from school, will reflect either positively or negatively on the school.

Athletes must:

1. Understand that a commitment to a team is a sacrifice, and will require a dedicated time commitment, loss of schedule flexibility, and increased academic pressures. Academic challenges should not prevent athletes from participating in any practices and/or competition. If a student-athlete finds themselves having difficulty with a class, they are encouraged to communicate that to the Athletics office as soon as possible (see section 5.0 for academic probation).
2. Understand that their abilities are a gift from God and that they should give their best in practice and competition for His glory.
3. Display a positive and respectful attitude toward coaches, teammates, opponents, fans, and the rules of competition.
4. Acknowledge their responsibility to their coach and teammates by following all team rules and working hard in practice and in competition.
5. Respect the coach's authority. Never question a coach's decision in front of the team. If an athlete has a concern, the coach should be approached privately.
6. Respect game officials and their decisions at all times. Athletes should not approach an official unless given permission by the coach and must do so in a respectful and humble manner.
7. Be humble in victory and gracious in defeat while embracing the experiences of competition as opportunities to grow in a relationship with Jesus Christ and his/her peers.
8. Be a positive role model in the classroom - behaviorally and academically (i.e. prompt, courteous, and respectful of teachers and classmates) and maintain academic, conduct and attendance standards.
9. Not taunt or bring unnecessary personal attention to themselves (hitting their own chest, dabbing, etc.) Such actions will not be tolerated and shall result in an immediate disciplinary action. Please note, that enthusiasm for a great play is encouraged.
10. Not use social media (Facebook, Twitter, Instagram, and Snap Chat among others) to insult teammates, opponents, or the school and its employees. *See social media policy.

3.2 Parents and Spectators

Parents are a vital part of the success of MCS athletics and we encourage positive participation. Parents of an MCS student-athlete must be aware of the expectations required of them which are just as important as the expectations of the athletes themselves. Spectators are expected to adhere to the same guidelines where applicable.

Parents must:

1. Attend mandatory team meeting prior to the beginning of each season.
2. Support the coach, team, and program in attendance and prayer, whether or not in agreement with the decisions made by the coach and/or Athletic Department.
3. Not take part in negative speech concerning the coach, players, or the program. Expressing negative opinions and thoughts to other parents and/or athletes (including your own athlete) turns into gossip has no benefit to anyone involved. **"A dishonest man spreads strife, and a whisperer separates close friends," Proverbs 16:28 ESV**
4. Maintain confidentiality and discuss their concerns only with the parties involved. Constructive criticism or questions should be taken up with the coach or Athletic Director at an appropriate time and location. **"For lack of wood the fire goes out, and where there is no whisperer, quarreling ceases." Proverbs 26:20 ESV**
5. Cheer for teams in an appropriate manner that edifies and encourages all who hear. Refrain from derogatory cheers, comments, or taunting of any kind. **"Let no corrupting**

talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.” Ephesians 4:29 ESV

6. Delegate the responsibility and authority for their child and the team to the coach. Refrain from coaching in the stands. This is a distraction to the entire team, disrespectful to the coach, and counter-productive to the growth of the student-athletes and team.
7. If a parent has concerns regarding their child’s team or other issue, they should email or text the coach to schedule a face to face meeting.
8. Refrain from contacting a coach during the 24 hours preceding and following a game, unless to offer encouragement or congratulations.
9. Refrain from ever confronting an official before, during, or after an athletic event other than to say thank you.
10. Stay away from the team bench area during a game. This area is for coaches, players, officials, and Athletic Department staff only. At no point during a game should a parent contact the athlete or the coach regarding strategies, play time, or for any other reason.
11. Supervise children who are not participating in an athletic event at all times during practices and games to ensure their safety and that of the contest’s participants. Do not allow them to go into other areas of the facility (ie. hallways) unaccompanied by an adult.
12. Play an active role in the Athletics Booster club by volunteering their time with Game Services (Admissions Gate and Concessions).

3.3 Coaches and Staff

Coaches must be aware that he or she has a tremendous influence on the life and education of MCS athletes and must provide an experience that develops character, integrity, sportsmanship, school spirit, and teamwork.

The MCS Athletic Department will select coaches who:

1. Have a Christian testimony and are committed to the philosophy of being a spiritual leader for their players.
2. Knowledge of their respective sport in a way that allows them to teach their players how to improve and strive for excellence.
3. Agree with and will uphold the mission of MCS and the Athletic Program.

All MCS coaches must:

1. Pass a background check.
2. Sign a contract that outlines compensation and expectations.
3. Receive CPR training every two years.
4. Receive concussion training on a yearly basis.
5. Serve as a spiritual leader to the players on his/her team.
6. Utilize DragonFlyMax.com by filling out the appropriate coaching requirements, and by obtaining the DragonFlyMax app on their phone in order to be able to access their team’s emergency forms, insurance, and contact information at all times.
7. Uphold the honor and dignity of the profession. In all personal contact with students, officials, Athletic Directors, school administrators, athletic associations, the media, and the public, the coach shall strive to set a Christ like example.
8. Promote the entire MCS Athletic Program and direct his team in harmony with the total MCS mission.
9. Master the contest rules and teach them to his team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
10. Exert his influence to enhance sportsmanship by spectators, both directly and by working closely with colleagues and administrators.
11. Respect and support contest officials. The coach shall not engage in conduct which would incite players or spectators against the officials. Public criticism of officials or players will not be tolerated.

12. Build relationships with opposing coaches. Meet and exchange cordial greetings before games to set the correct tone for the event and after the contest to show respect and good sportsmanship.
13. Adhere to the policies and procedures outlined in the MCS Employee handbook, the MCS Coach's Handbook, and the Athletic Department's handbook. If a policy or procedure is violated disciplinary action will be:
 - Written notice of violation will be placed in the employee's permanent record
 - Second violation: Suspended from duties for two weeks
 - Third violation: Position terminated

3.4 Social Media Policy for Athletes

Maryville Christian School and the Athletic Department recognize and support an athlete's right to freedom of speech, expression, and association, including the use of social networks. In this context, however, each athlete must remember that playing and competing for Maryville Christian School is a privilege. You represent yourself, your family, your teammates and coaches, your school and most importantly Jesus Christ. Like it or not, people are going to associate everything you post with you and what you represent. Understand that freedom of speech is not unlimited. The online social network sites are not a place where you can say and do whatever you want without repercussions. Protect yourself by maintaining a self-image of which you can be proud for years to come.

- A. Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including pictures, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.
- B. What you post may affect your future. Many employers and college admissions officers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments, and posters).
- C. The MCS Athletic Department will not tolerate disrespectful comments and behavior online, such as, but not limited to:
 - Derogatory language or remarks about teammates or coaches; other MCS athletes, students, teachers, or coaches; and athletes, students, coaches, or representatives of other schools.
 - The posting of inappropriate photos or comments that are in contrast with Christian character.
 - The posting of comments or photos that create a danger to the safety of another person or make a credible threat of serious physical or emotional injury to another person.
 - The posting of pictures without the written consent of the student's parents.
- D. Any behavior in violation of these guidelines will be disciplined as is seen fit by the MCS Athletic Department and could include but is not limited to the suspension of the athlete's participation privileges.

4.0 Participation Requirements

4.1 Insurance

All athletes must have a primary health insurance carrier through their parents or must be covered under an ACA compliant alternative (ACA is an **insurance plan** that is certified by the **Health Insurance** Marketplace, provides essential **health** benefits, follows established limits on cost-sharing (like deductibles, copayments, and out-of-pocket maximum amounts), and meets other requirements under the **Affordable Care Act.**). If a family does not have health insurance or an ACA compliant alternative, the player will not be able to participate in MCS athletics. There are no exceptions.

As part of MCS athletics, all students are provided with supplemental injury insurance in the event of a sports related injury during practices or games. The sports insurance is provided by the Association of Christian Schools International (ACSI). This insurance is only available as a secondary policy. In the event of a claim, parents shall make it clear to their carrier that this policy is only in effect for claims that are in excess of the primary coverage.

4.2 Forms

A. Medical Forms - MCS follows TSSAA recommendations and Tennessee state law regarding all required medical forms. Every athlete must be registered and/or updated yearly by a parent at www.DragonFlyMax.com. MCS utilizes DragonFlyMax.com (an online Sports Medicine program) to ensure that the Athletic Director, Coach, Athletic Trainer, Student Athlete, and parent have a comprehensive, cohesive means of communicating. No student will be allowed to participate in any team activity, whether it is a practice or a game, unless all forms are filled out and completed on DragonFlyMax.com. Once all completed forms are online, a student will be placed on the Student Athlete cleared list, and the coach for that team will be notified. Online forms will need to be updated yearly. All physical examinations must be completed after April 15 of the previous school year.

1. **Physicals** - *This form ensures that the student-athlete has passed a physical examination after April 15 of the previous school year, and that in the opinion of the examining physician, the student is physically fit to participate in athletics. (see Appendix B, B2, and B3).*
2. **Consent Form** - This form gives parental consent for a student-athlete to participate in MCS Athletics and acknowledges both the parents' and student-athlete's understanding that such activity involves potential for injury. It also contains all pertinent medical information and gives consent for medical treatment.
3. **Concussion Form** - This form acknowledges the parents' and student-athlete's understanding of the signs, symptoms, and forms of treatment for concussions.
4. **Cardiac Arrest Form** - This form acknowledges the parents' and student-athlete's understanding of the signs, symptoms, and forms of treatment for sudden cardiac arrest.

4.3 Fees and Additional Costs

A. Registration - All student-athletes and their parents must complete a registration form for each sport acknowledging they have read and understand the MCS Athletic Department policies as outlined in the Athletic Handbook. Students will not be issued their uniform until they have completed the team's registration form and the athletic fee is paid. The form also designates how the athletic fee will be paid. Indicating fees to be charged to a student's FACTS account constitutes as payment. As of the 2020-2021 school year, athletic fees include uniform usage and/or purchasing. The fee is non-refundable after a sport's respective registration deadline (see Appendix E)*.

B. Individual Fees

1. Elementary School - \$150 (Umbrella Student \$275, Non-Umbrella Student \$325) per sport
2. Middle School - \$175 (Umbrella Student \$300, Non-Umbrella Student \$350) per sport
3. High School - \$200 (Umbrella Students \$325, Non-Umbrella Student \$375) per sport

C. Individual Max Fees

1. Elementary School - \$300 (Umbrella Student \$600, Non-Umbrella Student \$700) per school year
2. Middle School - \$350 (Umbrella Students \$650, Non-Umbrella Student \$750) per school year
3. High School - \$400 (Umbrella Students \$700, Non-Umbrella Student \$800) per school year

D. Family Max Fees

1. MCS Family - \$1,000 per school year
2. Umbrella Family - \$2,500 per school year
3. Non-Umbrella Family - \$2,750 per school year

E. Admission Costs

Cost of admission is set by the league in which each team competes. Costs are subject to change.

- Elementary School Basketball - TBD by the ETNB League
- Middle School Volleyball - TBD by KISL
- Middle School Basketball - TBD by KISL
- High School Sports - \$5 Adults, \$3 Students
- 2020-2021 Pass - \$350, free admission to all MCS home games for immediate family members.
- 2020-2021 Pass Plus - \$500, free admission to all MCS home games for immediate family members and grandparents.

Note: MCS students receive free admission to all home games. All patrons, including 2020-2021 pass holders and MCS students, must pay admission to tournament games whether home or away.

- F. Additional Costs** - Some sports may require additional costs such as items that are not issued by the athletic department (shoes, cleats, baseball hats, baseball pants, shooting shirts, etc.) and hotel rooms for tournaments.

****Should a season be delayed, postponed, or canceled for more than a continuous two week period of time due to community-wide and/or global health issues, the Head of School and the Athletic Director may decide to refund and/or credit sports fees for that season pro rata by basing the percentage on the number of practices and games already played in that season.***

5.0 Athletics/Activities Eligibility Requirements

MCS student-athletes should not neglect their academic responsibilities nor their athletic responsibilities for the other. Therefore, all students must give careful consideration before making a commitment to a team that will limit the amount of time they have to focus on academics. In accordance with this philosophy, the following standards have been established to determine academic and conduct eligibility:

Academic eligibility will be reviewed every four and a half weeks. Should a student-athlete's grade be 69 or below at that time, they will be placed on academic probation. A student-athlete will only be allowed two academic probations per class in one school year. If they exceed two academic probations in a class, they will be ineligible to participate in athletics the remainder of that school year.

5.1 Student Conduct Policies

Whether during the school day, athletic competition or activities unrelated to MCS, a student-athlete is a representative of Maryville Christian School. A student-athlete who participates in conduct determined to be unbecoming of an MCS student-athlete may face detention and/or suspension. Student-athletes that receive In-School Suspension or Out-of-School Suspension will adhere to the following:

Any student that is serving In-School Suspension (ISS) will be ineligible to condition, practice, or play in a game while serving in ISS.

Any student that is serving in Out-of-School Suspension (OSS) will be ineligible to condition, practice, or play in a game while serving in OSS.

5.2 Try-outs and Team Selection

Selection of athletic teams is conducted during a designated tryout period. The coach reserves the right to name the players on his team whether or not they attend tryouts. If a student is unable to tryout due to an emergency situation they must meet with the Athletic Director and coach to discuss a possible alternate tryout date. They must do so before the team roster has been announced. An MCS student will not be cut to make space for a home school student. *See homeschool participation policy.

It may be necessary in some instances to limit the size of a team. Caps will be determined by the coach along with the Athletic Director and will be announced during the try-out period.

5.3 Homeschool Eligibility

Homeschool students under the MCS umbrella may participate in the athletic program based on the below guidelines. Middle School Homeschool students not under the MCS homeschool umbrella are not allowed to participate in MCS athletics due to league rules. High School Homeschool students not under the MCS umbrella and their parents must meet with the Athletic Director. All homeschool families must satisfy the below guidelines before they can participate in any team activities:

- A. There are open roster spots once all MCS students have been given the opportunity to try out. MCS students cannot be cut from a team to make space for a homeschool student. If there are open roster spots that cannot be filled with MCS students and the number of homeschool students who register exceed that number, then a try-out will be held to determine the remaining roster spots.
- B. They must complete and return a digital or physical copy of the physical form (see Appendix B, B1, and B2), medical consent form, concussion awareness form, cardiac awareness form, registration form (see Appendix E), submission of grades form (see Appendix D), and statement of faith (see Appendix C).
- C. They must meet the same academic standards required of MCS students and turn in progress reports weekly and report cards quarterly for review by the athletic department (see Appendix D).

- D. They must adhere to the guidelines set forth in the MCS Athletic Handbook and MCS School Handbook.
- E. The athletic fees for home school students may be found in Section 4.3 of this handbook.

Home school participation in MCS athletics will be evaluated on an annual basis by the MCS Athletic Department. Home school students and parents should not assume that participation is guaranteed year after year. MCS reserves the right to limit participation in any given sport to MCS students only.

5.4 Guidelines for Quitting a Team

If a student-athlete chooses to quit a team, he/she must turn in their uniform within a week after informing the coach of his/her decision. The same guidelines and penalties for turning in a uniform at the end of the season apply here. The athletic fee is not refundable once a player quits a team and the student-athlete will not be allowed to participate in any other sport within the same season. Playing time should never be a consideration in quitting a team

6.0 Attendance Policies

6.1 Attendance Policy

Students must be in attendance at least four hours of the school day in order to participate in any extra-curricular activities that day. These activities include sport practices/games.

6.2 Excused Absences

Athletes are expected to attend all practices and games unless otherwise excused by the coach. Playing time or travel should not play a role in attendance decisions. Attendance is mandatory. Coaches must be notified at least 24 hours in advance if a practice or game will be missed. It is understood that there may be times where a 24-hour notice is not possible; however student-athletes and/or parents should make every effort to notify coaches as soon as possible. Please consider that coaches are working on strategy days in advance of a scheduled game. Athletes who do not attend practice disrupt strategy. Homework or other academic pressures are not a reason to miss practice and will be considered unexcused.

EXCUSED ABSENCES: MCS athletics recognizes six (6) reasons as excused absences:

1. Personal illness (Doctor's note required if in excess of 9 days per semester.)
2. Serious illness or death in the family
3. Medical or dental appointment
4. Family emergencies approved by the administration
5. College visitation days (MCS allows juniors and seniors to visit colleges during the school year. These days will be excused and must not exceed a total of three days per school year.)
6. Planned absence during school time approved by administration two weeks in advance.

*A job is not an excused absence. Players must consider the commitment before seeking employment during the season.

- If a student is absent due to suspension, he/she will not be allowed to attend or participate in extracurricular activities before, during, or after school hours. This includes off-campus activities as well.
- Students must be in attendance at least four hours of the school day in order to participate in any extra-curricular activities that day. These activities include sport practices/games and fine arts practices/performances.

School-initiated absences (such as field trips or snow days) are not counted as part of the cumulative total of absences for students.

6.3 Practices

Coaches are responsible for communicating practice rules and schedules which will include start and end times. If a student-athlete misses a practice for an unexcused reason, he/she will sit out a portion of the next game as determined by the coach. Additional consequences may be administered by the coach. A second unexcused absence will result in sitting out the entire next game. A third unexcused absence will result in automatic removal from the team.

If a practice is scheduled at MCS for later than 3:45 p.m., a student-athlete must be picked up from school and brought back for practice, or he/she must go to after care. MCS cannot allow students to be unsupervised after school hours as this is a liability risk for the school.

Attendance at optional practice days and open gym times is encouraged. Not attending may affect an athlete's skill development and role on the team

In an effort to respect family time, the following limitations are placed on practices and games:

1. No formal or required practices shall be scheduled on Sunday or Wednesday. Non-mandatory practices can be held on Saturday with the approval of the Athletic Director.
2. No practices are held the day after Thanksgiving or the week of Christmas.
3. Limited practices and games are held during the week of finals.

6.4 Games

Game schedules are distributed early in the season therefore every attempt should be made to avoid scheduling doctor/dental appointments on game days if they will conflict. If an athlete misses a game for an unexcused reason, the athlete will be held out of the next game. Two unexcused absences from games will result in automatic removal from the team. This policy also includes leaving early from games. The head coach must approve in advance any athlete leaving early from a game.

If a game is scheduled at MCS in which the players and coach arrive later than 3:45, a student-athlete **must be picked up from school** and brought back for the game, or he/she must go to after care. MCS cannot allow students to be unsupervised after school hours as this is a liability risk for the school.

7.0 Uniforms and Attire

7.1 Uniforms and Team Equipment

- A. Property of MCS** - Uniforms and equipment are property of MCS, unless otherwise stated. Players are responsible for all uniforms and equipment issued to them. Players must sign the uniform inventory form upon being issued a uniform acknowledging its condition.
- B. Washing Uniforms** - Please follow the following guidelines when washing uniforms:
 - Unfasten any buttons before washing
 - Gentle cycle, cold machine wash using a mild detergent
 - Do not use fabric softener
 - Hang dry.
 - Do not leave wet. Do not soak. Do not tumble dry. Do not dry clean. Do not bleach.

- C. Competition Only** - At no time should uniforms be worn when not in competition, unless allowed by school administration as in the case of spirit week. When a locker room is available, student-athletes must change into their uniforms after arriving to the game and must change back into street clothes upon conclusion of the game. At no time should student-athletes wear uniforms as fans in the bleachers or while out in public. Players may wear clothing over uniforms to avoid having to change after the conclusion of a game. Any clothing worn over the uniforms must meet the athletic department dress code.
- D. Shoes** - Shoes for every sport are preferred to be white, black, grey, or purple. The Athletic Director reserves the right to approve/disapprove certain shoes. The only exception to this is soccer due to soccer cleat color availability. Coaches may make additional requirements for shoes by requiring all players to wear a certain color.
- E. Socks** - Socks for every sport must be white, black, grey or purple. No multi-colored socks allowed. Some sports require socks to be purchased through the athletic department. Coaches may make additional requirements for socks by requiring all players to wear a certain color.
- F. Returning Uniforms** - At the last game of the season, uniforms, travel gear, and equipment will be collected by the coach. All uniforms will be checked by the coach or a team representative to make sure they are in good enough condition to be worn again. Normal wear and tear is expected, but uniforms should be free of stains, tears, or malformation. Players must sign the uniform inventory form acknowledging they have turned in their uniform and that it is in a suitable condition for reuse.
- G. Penalty for Turning Uniforms in Late** - Uniforms turned in after the end of the season must be handed directly to an athletic department staff member and inspected before the player can sign the uniform inventory form. Uniforms are not to be left outside the Athletic Director's office.

Players will be financially responsible for any uniform pieces that are unwearable or unaccounted for. If a uniform is not turned in by the end of the school year the student-athlete will be charged \$100. Report cards will be withheld until all of a player's uniform pieces have been returned to the Athletic Department or paid for by the player.

7.2 Practice Attire

Practice attire must be modest in appearance. Coaches and staff reserve the right to ask any student-athlete to change his/her attire if they feel it is inappropriate. Male athletes may not play shirts vs. skins. Examples of items that are not acceptable to be worn as the outermost piece of clothing:

- Leggings
- Spandex
- Sports Bras
- Shirts with cut outs on the sides
- Shorts with words or graphics on the backside
- Thin Strapped Razor Back Shirts
- Camisoles (Cami)
- Crop Tops

7.3 Game Day and Travel Attire

It is important that MCS athletes present a neat, attractive, and modest appearance when representing the team outside of practice and competition. All student-athletes are expected to refrain from wearing anything not consistent with the school's Friday dress code, whether playing or not. Team coaches will establish guidelines for game day dress which will remain within the MCS dress code. All players must adhere to the guidelines set forth by his/her coach.

8.0 Recognition of Athletes

8.1 Purpose

Awards are used in the MCS Athletic Program for the following purposes:

1. To recognize God-given ability and achievement
2. To encourage athletes to constantly improve
3. To honor Christian character and testimony

8.2 Awards

A. Individual Awards - Awards are given at the season end team activity/function for all grade levels. Head coaches are responsible for selecting the award winners. The following awards are given to players on each team whose season is complete before the end of the school year:

- Most Valuable Player
- Most Improved Player
- Eagle Award

*Coaches are allowed to give additional awards after consulting with the Athletic Director.

B. Department Awards

- Female Athlete of the Year (only juniors and seniors are eligible)
- Male Athlete of the Year (only juniors and seniors are eligible)

C. Lettering and Certificates

High School Lettering - High School varsity athletes have the opportunity to earn a letter acknowledging their contribution to the team. All Letters are awarded at the end of the season team activity/function. To receive a letter an athlete must be on the roster at the end of the season and meet at least one of the following criteria:

1. Played in 50% of all games during a season
2. Receive all-conference, all-tournament, or all-state honors
3. Served as a manager or statistician for an entire season

Letter jackets can be purchased from Pokey's in Maryville. The Athletic Department will provide each student with a sport patch and a "letter bar" each time he/she letters in a sport as well as a chevron for every year they play varsity athletics. All other embellishments must be purchased by the student-athlete.

Elementary and Middle School - Elementary and Middle School athletes do not receive letters but do receive a certificate acknowledging their contribution to their team. Certificates are awarded at the at the season end team activity/function. To receive a certificate an athlete must be on the roster at the end of the season.

8.3 End of Season Team Activity/Function

At the end of each season, the coach and team members will decide what activity/function they would like to hold to honor their season and their teammates. This activity/function takes the place of the traditional banquet. During the activity/function, awards and certificates will be given out. It is the responsibility of the parents of the team members to come together in the purchasing of supplies, food, or tickets for these events. It is not the coach's responsibility to be fiscally responsible for these events.

9.0 Fundraising and Donations

9.1 Fundraising

All money generated from fundraising is shared between the MCS Athletic Department and the student-athlete to help offset the cost of his or her athletic fees. The amount that each student-athlete receives differs depending on the fundraiser.

Sponsorship Banners - Banners can be purchased for the gym, the baseball field, and the soccer field. The initial cost for a banner is \$500 and will be displayed for a year. Banners can be renewed for \$400 each year. A sponsor can purchase a banner for all three locations for an initial cost of \$1,200 and a renewal cost of \$1,000. A student-athlete that obtains a new banner sponsorship receives \$100 towards their athletic fees (one season per banner) for the initial year a banner is sold and \$50 for every renewal year. Students may not solicit banner sales from companies that currently have a banner in the gym.

9.2 Donations

The MCS Athletic Department has many varying needs and desires that would contribute to the experience of our student-athletes that we cannot cover with fundraising and athletic fees. We welcome donations to the program that would aid in making these purchases. For those wishing to make a donation, please contact the Athletic Director or the Assistant Athletic Director.

10.0 Booster Club

10.1 Membership

The booster club and is an **athletic parent-led** organization. It helps raise money, provide manpower, and offers other means of support to further enhance MCS athletics. This is an invaluable and necessary part of the program. Every parent who has a child involved in MCS athletics is a member of the booster club. Membership is also open to any other adult who has a tie to MCS and an interest in supporting MCS athletics. Every family represented in the MCS Athletics Department is expected to play an active role.

10.2 Volunteer Opportunities

- A. Game Services**- All parents must volunteer to help with the admissions gate and concession stand on a game day during each season that they have an athlete participating. If your family chooses to not volunteer during a season, a fee of \$50 will be added to your FACTS account or billed to your home address for that athletic season.
- B. School Spirit**- Volunteers need to be creative in increasing turn out for sporting events, especially those held on the MCS campus. They will help organize pep rallies and will coordinate it with the Athletic Director and Band Director (if the Pep band is asked to participate).
- C. Facilities and Grounds**- Volunteers will work with the Athletic Director and the Maintenance Supervisor to maintain and enhance the athletic facilities and playing fields.

Appendix A

Volunteer Driver Application Form _____/____ School Year

We often need help in transporting students on field trips or for sports events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. If you are interested in helping with such needs during the school year, **please fill out this form and return it (along with copies of your driver's license and your current vehicle insurance card) to the school.** A new Volunteer Driver Application Form must be filled out each school year.

Section I – Volunteer Driver Information

Name: _____ Driver's License #: _____

Phone: (H) _____ (W) _____ Expiration Date: _____

Address: _____

Car Model/Yr: (1) _____ (2) _____

Number of working seat belts in car # _____ Car # 2 _____

License number for car #1 _____ Car #2 _____

The school requires volunteer drivers to have liability insurance. **Please attach a copy of your proof of insurance form.**

Car #1 Insurance Co.: _____ Policy #: _____

Car #2 Insurance Co.: _____ Policy #: _____

☐ Yes ☐ No Are you licensed to drive a commercial vehicle?

☐ Yes ☐ No Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.

☐ Yes ☐ No Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.

☐ Yes ☐ No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation? [Note: Our school will not be able to use volunteers with a "yes" answer even if the incident took place before the person became a Christian.]

(Over)

Appendix A2

Section II – Requirements for Volunteer Drivers

I certify that for the _____ school year:

- I possess a valid _____ (state) driver's license.
- I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students or faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverages required by the school for volunteer vehicles for the vehicle(s) listed in Section I and only volunteer to drive when such insurance policies and coverages are in force.
- I understand that in case of any type of accident, injury, or vehicle damage, that the school's liability insurance policy does not provide primary or direct insurance on my vehicle. The school's insurance will take effect only after my personal auto insurance limits are exhausted. (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers.)
- I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, nonrenewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Students riding in my vehicle(s) will be seated and both the front and back seat will be secured with individual working seatbelts. (No double belting of children is permitted.) As required by state law, I will have a child restraint seat for each child under age ____ or under ____ pounds (typically 40 pounds in several states).
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).
- I will read and follow the Driver and Chaperone Instructions sheet for the field trip.
- I will notify school personnel if I no longer wish to drive or if I wish to be removed from the Approved Driver List.

Section III – Declaration and Signature

I affirm that I will carefully transport students under my care, including obeying all traffic laws.

The information given on this form is true and correct to the best of my knowledge.

Signed: _____ Date: _____

Section IV – School Administration Approval

___ Approved ___ Disapproved for addition to the school's Approved Driver List.

Administrator's Signature: _____ Date: _____

Appendix B

TMA/TSSAA Preparticipation Medical Evaluation Form

This page to be filled out completely by the student-athlete and their parent or guardian.

Name: _____ Sex: _ M _ F Age: _____ Date of

Birth: _____

Grade: 9 10 11 12 School: _____ Sport: _____

Home

Address: _____

City: _____ State: _____

Zip: _____

Father's Name: _____ Home Phone: _____ Work Phone: _____

Mother's Name: _____ Home Phone: _____ Work Phone: _____

Another Person to contact: _____ Relationship: _____ Phone# _____

Personal Physician: _____ Health Insurance Name: _____

Have you ever had a pre-participation physical before? _ Yes _ No

If so, when/where? _____

Please explain Yes answers below. If the questions do not pertain to you , simply ignore them.

Yes No

1. Have you ever been hospitalized? _ _

Have you ever had surgery? _ _

2. Are you presently taking any medication or pills? _ _

3. Do you have any allergies (medicine, bees, or other stinging insects)? _ _

4. Have you ever passed out during exercise? _ _

Have you ever been dizzy during or after exercise? _ _

Have you ever had chest pain during or after exercise? _ _

Do you tire more quickly than your friends during exercise? _ _

Have you ever had high blood pressure? _ _

Have you ever been told that you have a heart murmur? _ _

Have you ever had a racing of your heart or skipped heartbeats? _ _

Has anyone in your family died of heart problems or a sudden death before the age of 50 _ _

5. Do you have any skin problems (itching, rash, acne)? _ _

6. Have you ever had a head injury? _ _

Have you ever been knocked out or unconscious? _ _

Have you ever had a seizure? _ _

Have you ever had a "stinger", "burner", or pinched nerve? _ _

7. Have you ever had heat or muscle cramps? _ _

8. Do you have trouble breathing or do you cough during or after activities? _ _

9. Do you use any special equipment (pads, braces, neck roll, mouth guard, eye guard)? _ _

10. Have you had any problems with your eyes or vision? _ _

Do you wear glasses or contacts or protective eye wear? _ _

Appendix B2

11. Have you ever had any other medical problems (such as infectious mononucleosis, diabetes)? __ __
12. Have you had any medical problem since your last evaluation? __ __
13. Have you ever sprained/strained, dislocated, broken, or had repeated swelling of any bones or joints? __ __
14. When was your last tetanus shot? _____
 When was your last measles immunization? _____
15. Females only:
 When was your first menstrual period? _____ Your last period? _____
 What was the longest time between your periods last year? _____

Please explain yes answers here:

To the best of my knowledge, my answers to the above questions are correct. As parent/guardian of the student-athlete whose name appears at the top of this page and whose signature is found below, I recognize the potential dangers inherent to interscholastic athletics and give my permission for full participation. In the event of an emergency, I herein give my permission for treatment by any qualified health care practitioner and that the information contained in this form can be released to any physician or health care facility administering emergency care and to representatives of Blount Memorial Total Rehabilitation/Maryville Orthopedic Clinic to discuss these matters with the athlete's coach.

- ☐ Head
- ☐ Knee
- ☐ Wrist
- ☐ Shoulder
- ☐ Chest
- ☐ Ankle
- ☐ Thigh
- ☐ Forearm
- ☐ Hip
- ☐ Neck
- ☐ Shin/Calf
- ☐ Hand
- ☐ Elbow
- ☐ Back

Signature of Parent/Guardian Date Signature of Athlete Date

Copies

Appendix B3

TMA/TSSAA PREPARTICIPATION MEDICAL EVALUATION FORM

This page to be completed by appropriate medical personnel.

BP: _____ / _____

PR: _____

UA: Sugar/ _____ Protein/ _____ Blood/ _____

Height: _____ ' _____ "

Weight: _____ lbs.

Vision: Right 20/ _____ Left 20/ _____

Corrected? ☐ Yes

☐ No

	WNL	Comments/Abnormal Findings	Needs Referral or Follow-up	Examiner
1. Auscultation Heart Lungs				
2. Orthopedic Shoulders Neck Back Knees Ankles				
3. Palpation Neck Abdomen Genitalia				
4. ENT Eyes -pupils Nose Throat				
5. General Medical Skin Med Screen				

Flexibility	Hypomobile	Normal	Hypermobile	Needs Attention	Comments	Examiner
Rotator Cuff	1	2	3	4	5	
Neck	1	2	3	4	5	
Back	1	2	3	4	5	
Hips	1	2	3	4	5	
Hamstrings	1	2	3	4	5	
Achilles	1	2	3	4	5	

Official Recommendation:

A. This athlete ☐ may ☐ may not compete in athletics, based on the data gathered from this exam.

B. Prior to participation, treatment or follow-up on the following is recommended:

C. Recommend further consultation with _____

Signature of physician _____

Date: _____

Appendix C

MCS MISSION STATEMENT

The mission of Maryville Christian School is to partner with Christian parents by providing an academically excellent, Biblically-based education, producing students with distinctive Christian character.

MCS STATEMENT OF FAITH

1. We believe the Bible to be the inspired and authoritative Word of God and the standard by which all knowledge is judged and taught. (2 Timothy 3:16-17)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28: 18-20)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3, 1 Peter 2:21-24, John 3:16)
4. We believe that through Adam all men have inherited a sinful nature and we are all under the wrath of God; we are spiritually dead, and are without hope except for God's mercy. (Romans 5:12, Ephesians 2:1-3, Romans 6:23)
5. We believe that all those who are regenerated by God's Holy Spirit, and who thus repent and believe in Jesus Christ as Saviour and Lord, will receive forgiveness of sins, reconciliation to God, and eternal life. This salvation is received apart from any works. Good works do not assist in our salvation, but rather result from our salvation. (John 3:1-8, Luke 13:1-5, Romans 3:21-30, Ephesians 2:8-9)
6. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:22-23)
7. We believe in the resurrection of both the saved and the lost; that those who are in Christ are saved unto the resurrection of life, and those who are outside of Christ are lost unto the resurrection of damnation. (John 5:29, Acts 24:15)
8. We believe that all believers in our Lord Jesus Christ are united in the Body of Christ (John 17:21-23) and are eternally secure in this relationship. (John 10:28, Romans 8:35-39)
9. We believe that children and adolescents should be taught in Christian love. (Hebrews 12:6, Revelation 3:19)
10. We believe that teaching and learning should be accomplished through the cooperative effort of parents and teachers, for the Bible places primary responsibility for the total education of the child on the parents. (Proverbs 22:6, Deuteronomy 6:4-9)

I have read the Statement of Faith and Mission of Maryville Christian School and understand that it is the foundation for instruction upon which the curriculum is based. Therefore, I will support these Biblical standards as implemented in classroom instruction.

Applicant's Signature

Date