

ACADEMIC ELIGIBILITY

Academic Restriction and Eligibility:

Students participating in inter-scholastic athletics and extracurricular activities must meet PIAA and PCS academic eligibility requirements prior to the issuance of the first PCS eligibility list of that season. A student must be passing all but one core subject (Bible, English, History, Math, or Science), cumulative from the beginning of the school year. This standard will be checked weekly during the season. If a student is failing more than one subject, he/she will be ineligible, until academic performance is within eligibility requirements.

A student on academic restriction is required to be in tutorial on a regular basis for those classes in which he/she is having academic difficulty. At the discretion of the teacher(s) and Principal, the student may or may not be permitted to continue to practice or perform for extracurricular activities, but only after attending assigned tutorial(s). While the Athletic Director and Dean of Students assist in scheduling and monitoring attendance at tutorials, it remains the responsibility of the student athlete to attend and to benefit from the tutorial.

It should be noted that even if practice and performance are permitted as stated above, under no circumstance would students on academic restriction be excused from a core class for athletic practice or performance purposes. Clearly, those students who are on academic restriction cannot afford to miss class time.

The PIAA also requires that a student must pass four credits of work during each grading period. All students participating in extracurricular activities will be checked at the end of each grading period. If the student is not passing four credits of work, he/she will be ineligible for the next 15 days.

A student, who has been absent from school during the semester for a total for twenty or more days, shall not be eligible to participate in any extracurricular activity. The suspension is in effect until the student completes forty-five days of attendance beyond his/her twentieth absence.

Attendance Requirements for Athletic Event Eligibility:

In order for a student to participate in an athletic event, the student must be in attendance on the day of that activity by 10AM (PIAA rule). The only exception made in this regard is for excused appointments. Students excused early from school for sports or other activities are expected to submit assignments for that day's class before the class. Assignments not submitted before class are treated as late work per teacher policy. Students must also obtain and complete the assignments for the next class on time.

ATHLETE ASSESSMENTS

All athletes participating in interscholastic athletics must comply with the Bicentennial Athletic (BAL) League regulations with regards to eligibility. All students participating in Junior High School and High School interscholastic athletics must have a yearly athletic physical and have the medical form on file with the Athletic Director prior to the start of that season. High School athletes must also submit a completed Re-Certification form should they be injured during the year and miss more than 2 weeks of the season. Wrestlers must pass a weight assessment and hydration test performed by a medical professional. High School athletes must complete a PIAA Emergency Card Form. All forms are to be completed and handed in to the Athletic Office prior to the start of a sports season and can be found on the school website at www.plumsteadchristian.org.

ATHLETE CHARACTER QUALITIES

Below are character qualities that coaches should strive to develop with their team members:

1. **Dependability** - Be at all practices and contests unless excused by your coach. Do what is requested of you by your coach.
2. **Punctuality** - Be on time to practice and games.
3. **Love** - Christ centered His love upon others, not Himself; do the same.
4. **Enthusiasm** - Take a vital interest in every area of your sport and be glad to carry out any responsibilities you are given. Loyal support the decisions of your coach.
5. **Faith** - Show that you know the Lord is in control of all circumstances and that He is carrying out His will in your life, win or lose, starter or back-up player.
6. **Humility** - Exhibit the attitude that God is the one responsible for your abilities, talents and success. Credit Him alone with the glory.
7. **Endurance** - Be able to withstand stress, hard work and problems.
8. **Boldness** - Express what Christ has done for you, stand for what is right before God, on the field, in the locker room and in the classroom.
9. **Determination** - Don't quit!
10. **Confidence** - All are winners in God's eyes and should play knowing that!

END OF YEAR HIGH SCHOOL AWARDS:

1. **Outstanding Christian Athlete Award*** -This award is presented to the athlete whose athletic skills excel others and who consistently strives to use his/her talents to the fullest in order to bring glory to the Lord. The requirements for this award are that they must be a senior, have participated for 2 years in the same varsity sport, played two varsity sports, and have received league, school, and other recognitions. The varsity coaches and the Athletic Director do the voting. This can be awarded to one female and to one male. The recipient/s will receive their name engraved on a permanent plaque displayed in the High School.

2. **Outstanding Christian Character in Athletics Award *** - This award is presented to the athlete who has demonstrated consistent Christian character, using talents and skills to the fullest of their ability through athletics. The recipient must be a senior who has participated for two years in the same varsity sport, played two varsity sports, *and have received the Christian Leadership award* during his/her varsity experience. The varsity coaches and the Athletic Directory do the voting. This can be awarded to one female and to one male. The recipients will receive their name engraved on a permanent plaque displayed in the High School.

*Awards do not have to be given if no one qualifies for them. In the event there is a tie, it is up to the discretion of the Athletic Director to present two awards.

3. **Outstanding Athletic Achievement Award**-This senior award recognizes all senior athletes who have achieved Varsity status for 4 years in 3 seasonal sports while attending PCS. This is an outstanding accomplishment that displays commitment, perseverance and dedication on part of the athlete.

END OF SEASON VARSITY/JUNIOR VARSITY AWARDS:

1. **Most Valuable Athlete Award** - awarded to the most highly skilled athlete who has outstanding skill and knowledge of the game, without this athlete the team would not have achieved athletic success, one award per team.
2. **Christian Leadership Award** - awarded to the athlete who has demonstrated Christ-like qualities over the course of the season. One award per team. In the event that a coach does not feel led to give this award, the Most Improved Award may be substituted for the Christian Leadership Award.
3. **Coaches Award** - awarded to the athlete who has improved, overcome adversity, has leadership potential, or for other special recognition you want to give, coaches choice. One award per team.
4. **Varsity Letter Award** - awarded to varsity athletes who have substantially participated in over half the contests. An athlete who receives a varsity letter may **NOT** receive a Junior Varsity Award.
5. **Junior Varsity Award** - awarded to junior varsity athletes who have participated in over half the contests.
6. **Panther Award** - awarded to an athlete who has received a varsity letter for four years in one sport.

COACHES, HIRING/EVALUATING

HIRING COACHES PROCEDURE:

1. A coaching application form must be completed by the prospective coach. Ideally, all coaches would be PCS employees, but outside coaches who share the PCS mission are invited to apply for a coaching position as a part-time employee of the school.
2. The Athletic Director will review applications and interview possible coaching candidates. The A.D. will give a recommendation to the CEO and the Principal.
3. The Principal and CEO may choose to interview the prospective coach or accept/reject the recommendation of the athletic director.
4. If the AD and Principal agree that the prospective coach should be hired, a recommendation for hire will be forwarded to the CEO.
5. The AD will issue a one-year coaching contract and forward it to the coach to sign.
6. All coaching contracts are on a one-year renewable basis and approved by the AD, Principal and CEO.
7. All coaches must obtain both a child abuse and criminal background check at their own expense. This is a mandatory requirement before salary is issued.
8. All coaches are encouraged to obtain the CPR and First Aid certification.

EVALUATING COACHES:

1. Each coach will be evaluated by the Athletic Director yearly. The Athletic Director will share the evaluation with the coach with the intention of strengthening the program.
2. The Athletic Director will attend as many contests during the academic year as possible, but not less than two per athletic team.
3. Evaluations will be reviewed during the re-contracting period.

COACHES JOB DESCRIPTION

The coach is appointed by the CEO on recommendation from the Athletic Director and Principal. The coach regularly conducts practices and supervises the participants in the practices and contests. The coach is directly responsible to the Athletic Director. As a part of the general school body, the coach is to have a Christian testimony honoring the Lord. The responsibilities of the coach are to be consistent with a full understanding and agreement with the school's Statement of Faith and Statement of Educational Philosophy.

Coaching Responsibilities:

1. Organize and conduct practice sessions for each sport.
2. Provide spiritual leadership for the student, i.e. prayer, teaching, Biblical principles, attitudes, counsel, etc.
3. Submit equipment needs and equipment inventory.
4. Drive to and from games in school vans, if needed.
5. Appoint and train managers.
6. Provide proper equipment and ensure it's proper use.
7. Assume responsibility for the facility and put all equipment away.
8. Provide a safe environment and know the inherent risk of the sport.
9. Supervise the sport closely and match athletes by size and maturity.
10. Handle any discipline situations that occur on the team and report them to the AD.
11. Make sure all necessary medical records and required insurance records are completed and filed before a student participates in any practices and games.
12. Immediately report and complete an injury report form. See that injuries receive immediate attention. Contact the athlete's family if necessary. Serious injuries and/or accidents must be reported as soon as possible to the AD, Principal and CEO.
13. Be present at all practices and games.
14. Be responsible for the clean condition of returned vehicles.
15. See that all team members are picked up before you leave school!

General Responsibilities:

1. Report results of each game to the local paper.
2. Help athletes and parents understand that sport is a natural part of the Christian walk.
3. Be responsible for promoting good attitudes towards visiting team and officials.
4. Establish goals and objectives for yourself and the team members.
5. Be responsible for the return of ALL athletic uniforms (washed, please) and equipment.
6. Choose wisely the use and availability of team managers. Provide a list of managerial requirements to the managers.
7. Follow written guidelines and policies.
8. Include in the team guidelines the election process of team captains. If coach elects captains, advise the team of such.

COACHES PHILOSOPHY AND OBJECTIVES

1. Lead athletes to a personal relationship with Christ.

2. Build Christ-like qualities in your athletes.
3. Teach with a Biblical perspective in all situations.
4. Strive for athletic excellence.
5. Provide an opportunity for the athletes to share their faith with their peers.
6. Promote school spirit, enthusiasm and unity.
7. Maximize each athlete's potential within the teamwork structure.

PRE-SEASON COACHING RESPONSIBILITIES

1. Develop team goals.
2. Receive the game schedule with travel depart and return times from the AD and distribute to athletes and their parents.
3. Provide a practice schedule for the athletes, telephone chain and your team policies athletes (ie. Be at the field for practice by 3:15). Have one on file with the AD. **6**
4. Submit a team roster to the AD prior to the first contest.
5. Begin practice on the official starting date established by the AD. Per PIAA.
6. Attend a coaching clinic to upgrade your coaching skills and to learn new techniques. Approval from the AD is needed.
7. Required attendance at the rules interpretation meeting.
8. Required attendance at the league pre-season and post season meetings.

IN-SEASON COACHING RESPONSIBILITIES

1. Instruct athletes in techniques, skills and understanding of the sport.
2. Provide assistant coaches with a clear understanding of their responsibilities.
3. Supervise athletes in locker rooms, in vans and at away facilities.
4. Ensure that each injury receives immediate and appropriate treatment and that it is reported promptly and properly on an accident form in the school office.
5. Maintain and supervise medical kit.
6. Maintain all equipment in proper condition.
7. Promptly communicate with the media regarding contest results.
8. Attend coaches meetings when called and maintain CPR certification.
9. Make sure all athletes are out of the building and turn out all lights.
10. See that all team members are picked up and/or have a ride home.

POST-SEASON COACHING RESPONSIBILITIES

1. Provide AD with scorebooks and statistics of season's contests.
2. Return all uniforms, washed and folded to storage area, give inventory of

- equipment and uniforms to the AD.
3. Submit awards list to AD.
 4. Submit end of season report to AD.
 5. Paycheck will be issued only after all the above has been completed and the AD has checked all the above.
 6. Return key card.

Note: All forms will be distributed to you by the athletic director

EQUIPMENT AND UNIFORMS

1. All equipment is the coach's responsibility. Encourage safe and careful usage of it.
2. Uniform distribution and collection is the coach's responsibility. Uniforms are to be worn for contests only. Students may wear uniforms to school on game days. Uniform distribution sheets are given to the coaching staff and should be used.
3. New uniforms will be purchased on a three to four year rotation plan (see AD).
4. **Should a coach or team choose to purchase and pay for garments other than that which is provided by Plumstead Christian School, the Athletic Director must approve that item. Approval for garment, color, cost, emblem, and vendor are needed before purchase or ordering. Students who order such apparel should not receive the item until their bill has been paid.**
5. *In the event an athlete does not return any portion of the uniform issued to him/her, they will be charged for the replacement **plus** be required a \$100 deposit for the next season's uniform. The deposit will be returned upon return of a complete uniform.*
6. Report lost or stolen equipment to the AD.
7. All field equipment; corner flags, cones, goals, benches, and bases must be stored and returned to proper place after a contest.
8. Water coolers are available in the kitchen. Each team is responsible for getting water as well as returning empty coolers to the kitchen, **DO NOT LEAVE IN HALLWAYS OR LOCKER ROOMS, EMPTY WATER EACH DAY!!!!**
9. Medical kits will be supplied and should accompany each team. Athletic tape *that is provided by the school* may not be used to hold up socks. Pre-wrap *that is provided by the school* may not be used as a hair band.

FACILITIES USE AND GUIDELINES

1. Coaches are responsible for athletes in PCS facilities as well as at other school facilities. Make sure that the facility is clean and all equipment is returned to the proper storage area.
2. **THE COACH IS ALWAYS THE LAST TO LEAVE THE FACILITY AND IS RESPONSIBLE FOR TURNING OUT THE LIGHTS.**

3. No cleats are permitted in the building.
4. Repairs need to be reported to the AD.
5. All practices need to be supervised by the coaching staff.
6. All practices will be held on the Plumstead campus, the Peace Valley facility and other off campus locations must be scheduled through the AD.

INJURIES

1. Examine the injury and take appropriate first aid action or contact the athletic trainer.
2. Notify parents of the injury regardless of the severity.
3. Complete an accident form. The forms are in the front office and should be returned to the office when completed.
4. Do not let athletes participate until they are cleared by a parent or a physician.

REFEREE PAYMENT

Payment to officials will be made by the coach.
The officials' check will be located in the designated folder found in the athletic office.

PHYSICAL EXAMINATIONS

All students participating in Junior High and High School interscholastic sports **must** have a physical exam each year. A PCS Student Athletic Medical Form must be on file with the Athletic Director in order for the student-athlete to participate in practices and/or games. Coaches should carry a copy of the PIAA emergency form to all contests in order to authorize medical attention.

PUBLIC RELATIONS

Varsity coaches are responsible for reporting contest results in a positive manner immediately after the contest. The following numbers should be used:

1. **PHILADELPHIA INQUIRER** **1-800-756-4570**
2. **THE INTELLIGENCER** **215-345-3076**
3. **BAL LEAGUE COMMISSIONER** (if required)

SCHEDULE

The athletic schedule is established by the Athletic Director and the Bicentennial Athletic League. Refer to the “weekly agenda” for updates on contests, departure times and return times. Each coach must devise a practice schedule and make sure each parent receives a copy. A gym schedule will be determined by the AD. Outdoor practices will end by 5:15 pm and indoor practices will end by 7:30 pm. Practices on non-school days must be cleared through the AD.

SCOREBOOKS

Coaches and team managers are responsible for the maintenance and return of the team score book to the AD following the season.

TEACHER CLASS COVERAGE

Forms are available in the Principal’s office and requests should be submitted one week prior to the game. Completed forms are to be returned to the Principal’s assistant

TEACHER TUTORIAL RESPONSIBILITIES

Teacher-coaches are responsible for tutorial sessions after school and should be available to all students needing academic assistance. Arrangements can be made with the students to meet at an alternate time during the school day for tutorial help. Student athletes who require school tutorial are not to be penalized for academic help.

TEAM ROSTER

A team roster must be given to the Athletic Director **prior to the first contest.**

Roster Limiting Policy:

1. If a coach must “cut” athletes, they must receive approval from the Athletic Director.
2. The coach must inform the team the length of time of the try-out period, and the criteria used to select the team.
3. The coach shall inform the team of the practice and game commitments if they make the team.
4. A minimum of 5 practice sessions must occur prior to the cut.

5. Cut lists are not posted.

Team rosters will carry the following number of players:

	Soccer	Field Hockey	Tennis
Varsity	11-15	11-15	12
Jr.Var	11-15	11-15	12
JH-A	11-15	11-15	
JH-B	11-15	11-15	

	Basketball	Wrestling	Cheerleading
Varsity	5-10	10-20	10-12
Jr.Var	5-10		
JH-A	5-10	8-20	
JH-B	5-10		

	Softball	Baseball	Tennis	Gsoccer
Varsity	9-13	9-15	12	11-15
Jr.Var	9-15	9-15	12	
JH-A	9-15	9-15		11-15
JH-B				11-15

It is in the best interest of student athletes to receive the best experience athletically that PCS can provide. It should be understood that in order to achieve this, it is best to remove a program that does not meet the minimum number of participants. Likewise, if there are too many participants, effective learning is minimized and alternate plans will be made.

TEAM CONTESTS:

Range of contests for each sport is determined with concern for the athlete, the Development of the program, the athletic budget and PIAA guidelines.

	Varsity	Junior Varsity	Junior High
Soccer	20	20	10-12
Field Hockey	20	20	10-12
Tennis	20	20	
Basketball	24	24	10-12
Wrestling	24	24	10-12

Softball	20	20	10-12
Baseball	20	20	10-12
Cheerleading - will cheer at all home games and specified away league games			

Scrimmages do not count as regular games and are limited to 2 per season.

TRANSPORTATION

Students must travel in school vehicles to and from the contest or practice. Non-team Members may not travel with the team. Students are allowed to travel with parents with a parent signed note. Students who wish to drive to practices and games must receive permission from the AD prior to the event and must have a complete transportation form on file in the athletic office.

PHILOSOPHY OF ATHLETICS AT PCS

PCS provides a Christ-centered education through the integration of faith and learning. The athletic program serves as an integral part of the total education program.

Participation in a sound athletic program may produce many qualities in athletes. PCS's athletic program serves as a channel to develop, above all else, a strong Christian character in athletes. Participation may foster the spiritual growth of an individual and a team. PCS's athletic program may contribute to the athlete's development of good sportsmanship, positive self-image, dedication and commitment to personal and team goals, physical fitness, athletic skills, emotional maturity and social interaction.

Through athletic participation, the athlete may learn how to work with others to attain a goal, how to take adversity without complaining, how to be gracious in defeat or humble in victory, and how to treat others with respect and consideration. The athlete

may learn the value of discipline, emotional control and compliance to rules.

PCS is committed to excellence in athletics. The educational benefits of an excellent athletic program develop a balanced lifestyle in the spiritual, mental, physical, and social dimension of one's total being.

The following athletic teams are offered at PCS:

Fall Program:

Varsity Boys Soccer	Varsity Field Hockey
Junior Varsity Boys Soccer	Junior Varsity Field Hockey
Junior High Boys Soccer	Junior High Field Hockey
	Varsity Girls Tennis

Winter Program:

Varsity Boys Basketball	Varsity Girls Basketball
Junior Varsity Boys Basketball	Junior Varsity Girls Basketball
Junior High Boys Basketball	Junior High Girls Basketball
Varsity Wrestling	Varsity Cheerleading
Junior High Wrestling	

Spring Program:

Varsity Baseball	Varsity Softball
Junior Varsity Baseball	Junior Varsity Softball
Junior High Baseball	Junior High Softball
Varsity Boys Tennis	Varsity Girls Soccer
	Junior High Girls Soccer

PCS is a member of the **Bicentennial Athletic League (BAL)**. Member schools include: Bristol, Calvary Christian, Christopher Dock Mennonite, Delaware County Christian, Devon Prep, Girard College HS, Holy Ghost Prep, Jenkintown, Lower Moreland, Mast Charter, Morrisville, New Hope Solebury, and Phil-Mont Christian.

Purpose of the Coaches Handbook

In order to achieve excellence in our athletic program, policies, procedures and regulations have been established. The Athletic Department has defined in the handbook those policies and procedures. It has been developed as a reference and resource for those involved in PCS athletics. A thank you to all involved in Plumstead Christian School athletics for your enthusiasm, dedication, and commitment.

"And whatever you do in word or in deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father."

Colossians 3:17