

# Monclova Christian Academy Parent Athletics Handbook

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**Educating  
for Eternity**





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# WHO WE ARE





## Our Vision

*“Educating for Eternity”*

## Our Mission

Our mission is for students to know Christ and make Christ known.

## Our Values

**T**eamwork

We are one in Christ.

**H**onor

We play within the rules.

**U**niqueness

We each have our own strengths.

**N**o Partiality

We treat each other equally under Christ.

**D**etermination

We play with purpose until the end.

**E**xcellence

We do everything with the highest quality.

**R**espect

We will show respect to each other and others.

## Our Philosophy

It is our philosophy that, above all, Jesus Christ is preeminent. Everything we say and do will bring glory and honor to God, our Heavenly Father.

## Our Goals

### For Our Players

- To develop athletes who put God first in their lives
- To create the very best athletes we possibly can
- To develop winning programs on the court and the field
- To build teamwork in our programs
- To develop teams that play within the letter and spirit of the rule
- To create teams that consistently compete with a purpose until the end
- To develop athletes that do everything with the highest quality
- To develop athletes who understand that each person is unique
- To develop athletes who understand their roles on the team

### For Our Coaches

- To be Christian role models
- To be the very best we can be
- To be professionals
- To be honest and upfront with athletes and parents
- To be above reproach in all areas



# **PROGRAM PHILOSOPHIES**





## **Sports “Program”**

The term “program” refers to the entire operation of a sport sponsored by MCA. The program consists of elementary, junior high, and high school activities.

## **Elementary Philosophy**

The elementary program is designed to make sports available to the students to begin their interest in any sport. The program will focus on the introduction of the sport to begin the process of learning the fundamentals of the sport with the emphasis of having fun and to encourage those who enjoy the sport to continue to participate as they progress through their academy years.

## **Junior High Philosophy**

The junior high program is designed to continue developing an appreciation and enjoyment of the sport and begin introducing a more competitive experience. The emphasis is placed on continuing to develop basic skills and advancing in skill level as the athletes can. It is important to ensure that their skills are developed much more than at the elementary level to prepare them for the high school experience. At this level, a greater emphasis will be placed on becoming competitive and pursuing excellence. The coach should introduce the concept that each player has a role on the team, and consequently, all athletes should be given some amount of participation in each contest. The amount of playing time does not have to be equal among athletes. The goal should be to keep as many students involved in the program as possible, which will help us continue to build the program for the future.

## **High School Philosophy**

The high school program is designed for appreciation and enjoyment of the sport at a very high level of competition. The athletes should be pushed to attain the highest skill level possible at this level. Being competitive and pursuing excellence is emphasized at this level to the greatest degree. The concepts of teamwork and role-playing should be understood and mastered. Playing time is not guaranteed, and each athlete should understand that God has gifted each team member differently. Each athlete's goal should be to become the best athlete and team contributor for God's honor and glory.

## **Athletic Guidelines**

MCA will strive to follow the Ohio High School Athletic Association (OHSAA) rules and guidelines for all sports, specifically regarding play, practice, conduct, uniforms, and coaching. These guidelines will be given to all coaches for review at the beginning of each season by the athletic director.

## **Sport Fees**

Families will be charged a fee for every sport their child(ren) is involved in. The fee is determined by the team they are on and not the grade level they are in. These fees are for sports where MCA purchases and maintains the sports uniforms. Fee will be charged as followed:

- Varsity & JV sports - \$150 for 1st sport; \$125 for each subsequent sport for the academic year
- Varsity Cheerleading - \$25 sports fee, plus a uniform rental fee
- JH sports - \$125 for 1st sport; \$100 for each subsequent sport for the academic year
- Elementary (5th & 6th) sports - \$75 for each sport
- Youth soccer is considered a recreational sport - no sports fee





## **Student Eligibility**

### **Eligibility Requirements for Participation in Extracurricular Activities**

Extracurricular activities provide opportunities for learning Christian leadership and socialization skills. Extracurricular activities include athletics, fine arts, clubs, and organizations for students in grades 5-12.

To be eligible for any extracurricular activity, students must:

1. Maintain a passing grade in each subject.
2. Maintain a positive code of conduct for the semester of participation ( i.e. no suspensions).
3. Be in attendance at the academy (a minimum of one-half the day) on the day of the activity. [See Parent/Student Handbook *Partial Day Absences and Leaving Early*]
4. Have no more than two (2) detentions in a given week.
5. Have an account in good standing (i.e. no delinquent balances)
6. Students not attending their first class period the day after an interscholastic event may be denied participation in the next game. The day-of-game policies are subject to change to comply with the State of Ohio guidelines.

Grade check eligibility will be determined using the following procedures:

1. A grade report will be checked on the last day of the week of the designated grade check every other week.
2. If a student's grade falls below passing, the ineligibility period will begin the following Monday and will be in place until the next grade check.
3. Once ineligible, the student may not regain eligible status before the end of the ineligible period, even if the grade improves to a passing level.

Terms:

- Eligible - can fully participate in practices, games, and rehearsals.
- Ineligible - cannot participate in practices, games, and rehearsals

*Based on the academy calendar, we will check grades for participation eligibility every two (2) academic weeks. Dates will be posted and announced for each check.*

- First grade check - two (2) weeks into the quarter
  - Eligible - passing all classes
  - Ineligible - failing any class
- Every other grade check (at the end of the two weeks)
  - Eligible - passing all classes
  - Ineligible - failing any class





# **COACHES & COACHING RESPONSIBILITIES**





## Adding a New Coach

When a potential new coach, assistant, or volunteer is added to the MCA athletic staff, the following steps of action are required:

1. A meeting with the AD
2. A background check: Before becoming involved with the sports program, new coaches will need to complete a background check. Current/returning coaches will need to provide an updated copy of their background check **every three years**. *Please note: MCA will cover the cost of a background check for all MCA athletic staff members.*
3. Training: Coaches must undergo training for NFHS coaching fundamentals, concussions, and CPR.

**Parents or substitute coaches may not assume coaching responsibilities for any team unless they have followed the steps of action outlined above.** This is to prevent putting parents in unfamiliar situations or giving them responsibilities that belong to the head coach.

## Volunteer Policy

Whether a team has volunteers as well as an assistant coach is at the discretion of the head coach; however, volunteers must go through the same process as adding a new coach before becoming involved with a sports program. Any volunteer payment will be determined by the amount the head coach would like to give from their stipend.

For example, the JV coach may serve as the assistant to the varsity coach, and the junior high coach may have one assistant. If the JV coach would like an additional volunteer, that volunteer could be paid out of the JV coach's stipend.

**All policies are subject to change upon the discretion of the principal, AD, and superintendent.**



## Responsibilities

### Preseason

The term “pre-season” refers to the period, beginning with the first official practice date (assigned by the OHSAA) and ending with the first official contest. During this time, the coach’s duties consist of, but are not limited to, the following responsibilities:

1. Conditioning your athletes  
*NOTE: Please consult the AD on the dates and times of conditioning before the first official practice.*
2. Preparing your athletes for the season (includes scheduling scrimmages with the AD).
3. Distributing practice uniforms
4. Distributing game uniforms
5. Ensuring all athletes have their annual physical forms turned in to the athletic secretary  
*NOTE: Athletes may not practice without a current physical on file.*
6. Distributing practice schedules and team notifications (i.e., schedule changes)
7. Determining extra team apparel (i.e., t-shirts, sweatshirts), and working with the AD to carry out the design and ordering process.
8. Recruiting statisticians.

### In Season

The term “in-season” refers to the period, beginning with the first official contest and ending with the last official contest. During this time, the coach’s duties consist of, but are not limited to, the following responsibilities:

1. Operating successful practices with your team
2. Conducting preliminary parent meetings (work with the AD to schedule)
3. Keeping an accurate record of team and individual statistics

*NOTE: All statistics and game books should be turned in to the AD at the end of each season.*

4. Keeping the team kit supplied
5. Ensuring all equipment is in good condition
6. Setting up and tearing down practice areas
7. Ensuring the locker room and gym areas are picked up after practices and contests
8. Reporting all results to the media (varsity teams only)

### Practices

The AD will develop a comprehensive practice schedule before the first practice. Practice will be scheduled on Monday, Tuesday, Thursday, and Friday. No practice is to be scheduled on Wednesday or Sunday. The head coach is ultimately responsible for carrying out, or delegating to an assistant, the following duties during and surrounding practice times:

1. Arriving early to supervise athletes  
(This involves the supervision of athletes from the time the academy is out until practice begins.)
2. Setting up practice equipment
3. Starting and ending practices on time
4. Leaving the practice area cleaner than when your team arrived
5. Leaving the locker room cleaner than when your team arrived
6. Planning periodic team devotion times
7. Supervising athletes until they have left the premises

### Home Contests

Above all, our goal at MCA is to demonstrate the best Christian testimony our guests have ever seen. As Christians and coaches, we are responsible for creating the most hospitable environment possible on our academy property. The head coach is ultimately responsible for carrying out the following duties on the day of a home contest:



1. Arriving at MCA early to ensure proper set-up of equipment  
(The AD or designee is responsible for setting up the benches, the score table, balls, etc.)
2. Obtaining the medical kit
3. Supervising athletes before game time
4. Warmly greeting officials and opposing coaches
5. Treating all officials professionally, as a good Christian testimony and example for Christ
6. Being gracious in both victory and defeat
7. Being available to the media (varsity teams only)
8. Leaving the locker room cleaner than when your team arrived
9. Supervising athletes until they have left the premises.

### Away Contests

The head coach is ultimately responsible for carrying out the following duties on the day of an away contest:

1. Arriving at MCA early to obtain the medical kit and prepare all equipment
2. Supervising athletes before departure time  
(This involves supervision of athletes from the time the academy is out until departure.)
3. Supervising athletes during transportation. Please enforce the following guidelines:
  - a. It is of utmost importance that drivers are not distracted by the athletes.
  - b. Athletes should be seated at ALL times.
  - c. Guys and girls may *not* sit together (front or back).
  - d. Volume should be kept at a normal speaking level.
  - e. No talking is permitted at railroad crossings.
  - f. Athletes may eat on the bus at the discretion of the driver (this privilege may be taken away).
  - g. The bus or vehicle must be left cleaner than it was before the trip.

*NOTE: The above rules apply to all forms of transportation.*
4. Ensuring team and coach conduct is friendly and professional upon arrival
5. Representing Christ to opposing players, coaches, parents, officials, and school staff
6. Ensuring all athletes act respectfully and courteously at all times, being gracious in both victory and defeat)
7. Leaving the facility cleaner than when your team arrived
8. Enforcing the above expectations at any restaurants or stops on the way home
9. Returning all equipment upon return to MCA
10. Supervising athletes until they have left the premises.

### Team Parties

**The AD should approve all team parties and “extra” activities before they are announced to the athletes and parents.**

These activities should be for coaches, team members, and their families. Coaches should not show partiality among players and should include every member of the team in all activities throughout the season.

### Uniforms

Our athletes must dress in a manner that is uniform. MCA will provide the entire uniform for each athlete, including practice jerseys (basketball only) and home and away jerseys, and will provide game warm-up and travel attire at the varsity level. Athletes are required to wear the jersey provided by MCA for all athletic contests. We will not ask parents to pay for clothing that is part of the actual uniform, *except for team shoes*. **Additional t-shirts and sportswear purchased by the students must be approved by the AD before ordering and should not be required of the students.**



Accurate records of sizes and numbers must be kept throughout the season. The AD will provide a record sheet for each team when distributing uniforms to the coach. The coach will then be required to complete the sheet and return it to the AD for use during the season. At the end of the season, the coach collects all uniforms and returns them to the AD.

It is the coach's responsibility to ensure that our athletes are wearing their uniforms correctly. When applicable, all jerseys must be tucked in for athletic contests, and unacceptable equipment or apparel (i.e., watches, earrings) must be removed before play. Girls will not be permitted to roll their shorts at the waistband. The head coach should discuss acceptable practice attire with the AD and then instruct your athletes on proper and modest attire for practices and competitions.

### Supervision

The head coach's responsibility is to supervise your athletes at all times. This includes the time between when the academic day lets out and when practice begins. If you cannot supervise during this time, you are responsible for choosing an assistant coach or an adult (approved by the athletic director) to supervise during this time. After practices and home/away contests, you must supervise everyone in your program (including statisticians, managers, and volunteers) until they have left the premises. The following important guidelines should be adhered to by all:

1. **At no time** should a male coach be left alone with a female on or off the premises (or vice versa).
2. **At no time** should a male coach transport an athlete alone in his vehicle (or vice versa).
3. **At no time** should a student be placed solely with a coach to stay during an overnight event (male with male, female with female, or male with female).

In group settings, be aware of "couples" going off alone in the building. Please ensure that every member of your program has left the building before alarming the premises (if applicable). It is important to discuss building logistics with the AD regarding your practices and games. These rules are for the protection of our athletes and you, as the responsible adult in charge.

### **Postseason**

The term "post-season" refers to the time following the last official contest. During this time, the coach's duties consist of, but are not limited to, the following responsibilities:

1. Collecting all practice and game uniforms at the last game/practice and turning them into the AD
2. Turning in the scorebook to the AD
3. Turning in the final, accurate team and individual statistics to the AD
4. Making an equipment request list for next season and turning it into the AD
5. Making an appointment with the AD to discuss calendar items for the off-season, awards for the award night, and an overall evaluation of the season.

### **Off-Season**

The term "off-season" refers to the time, beginning with the last official contest of the current season and ending with the first official practice date. During this time, the coach's duties consist of, but are not limited to, the following responsibilities:

1. Coaching for **no more than ten (10) days** during the off-season. All other contact and instruction must be with four (4) students or less. *NOTE: This limitation is for high school only.*
2. Organizing and conducting summer camps and clinics  
*NOTE: The MCA summer program is designed for the elementary and junior high level and can be used for training current and potential athletes in this age group.*
3. Organizing and conducting additional activities to develop the program, such as open gym and conditioning (please consult the AD for scheduling).
4. Contacting current and potential players to develop their interest in the program and inform them of off-season training opportunities.



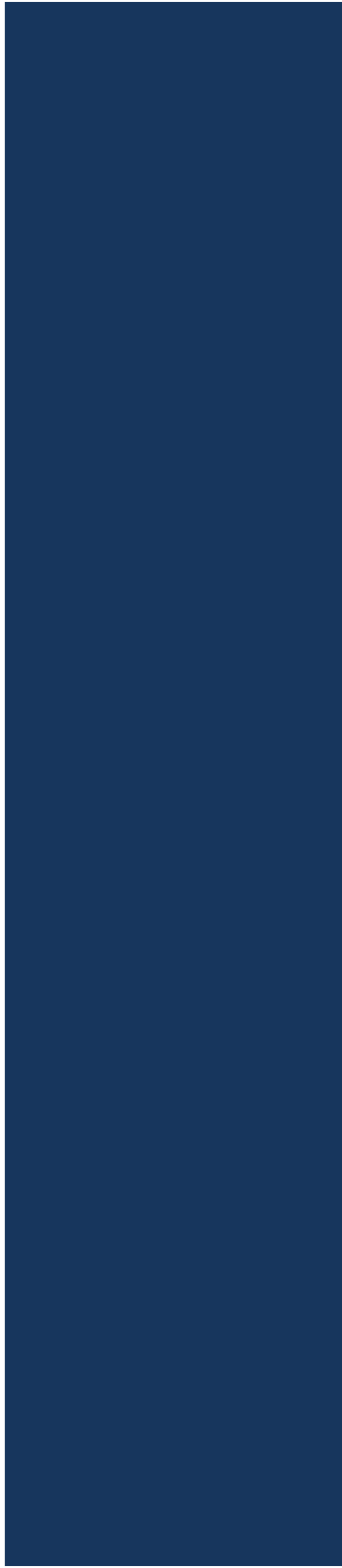
5. Working with the AD to seek qualified assistant coaches.







# SPORTS AWARDS



**Awards**



Towards the end of the academic year, we will honor our athletes with an awards ceremony.

Please encourage your athletes to dress formally:

1. Guys must wear dress pants, dress shoes, and a shirt.
2. Girls must wear a dress, skirt, or dress pants and a modest top. Girls' tops must cover the neckline and midriff, and all skirts or dresses must be knee-length.

*The awards banquet is strictly designed for MCA awards. If you choose to distribute any additional gifts to your team, please do so at a separate time.*

#### **VARSITY AWARDS**

- Each athlete will receive a participation certificate.
- Athletes who compete in at least 50% of the games (at the discretion of the coach) will be awarded a varsity letter.  
**NOTE:** *The letter earned for the first varsity sport will be a 7-inch sport-specific varsity letter. Each additional letter earned will be a sport-specific pin.*

#### **JV AWARDS**

- Each athlete will receive a participation certificate.

#### **JUNIOR HIGH AWARDS**

- Each athlete will receive a participation certificate.

#### **ELEMENTARY AWARDS**

- Each athlete will receive a participation certificate.

The coaches determine additional awards such as MVP, MIP, and character awards and should turn them in to the AD. A list of official MCA sports awards for boys and girls is included below. Coaches may choose up to *three* of these awards for their team.

#### **Girl's Awards**

- **DEBORAH AWARD - MOST VALUABLE PLAYER** (*JUDGES 4:14*)  
Deborah was a strong leader who willingly used her talent and ability to the glory of God
- **RUTH AWARD - MOST IMPROVED PLAY** (*RUTH 3:10*)  
Over the course of her life, Ruth grew into a woman who was valuable to her family and to God
- **HANNAH AWARD - SPIRITUAL LEADER** (*II SAMUEL 1:11-18*)  
Hannah loved God with her whole heart and was an example to others who observed her life.
- **MARY AWARD - TEACHABLE IN HEART** (*LUKE 10:42*)  
Mary avoided potential distractions and humbly recognized the importance of being willing to learn.
- **ESTHER AWARD - COURAGE** (*ESTHER 7:3*)  
Esther willingly faced adverse circumstances in order to accomplish what was needed for her people.
- **ANNA AWARD - PERSEVERANCE** (*LUKE 2:37:39*)  
Anna, the prophetess, kept trusting God while she waited her whole life to see the Messiah.

#### **Boy's Awards**

- **CALEB AWARD - MOST VALUABLE PLAYER** (*JOSHUA 14:12*)  
Caleb was a strong leader who led the nation of Israel into the Promised Land.
- **JOHN MARK AWARD - MOST IMPROVED PLAYER** (*II TIMOTHY 4:11*)  
Mark grew to become a profitable part of Paul's ministry in the early church.
- **DAVID AWARD - ROOKIE OF THE YEAR** (*II SAMUEL 17*)  
Even as a young boy, David was a hard worker and successfully took on big challenges.
- **NATHANAEL AWARD - STRONG IN CHARACTER** (*JOHN 1:47*)  
Jesus called Nathanael a man of complete integrity, and his reputation was well-known.
- **GIDEON AWARD - PERSISTENCE** (*JUDGE 8:4*)  
Gideon overcame exhaustion and difficult circumstances to accomplish what God told him to do.
- **TIMOTHY AWARD - COACH'S APPRECIATION** (*PHILIPPIANS 2:20-22*)  
Timothy's selfless attitude was a blessing to Paul as they worked together.



# **PARENTAL INVOLVEMENT**





## Physical Form

All student-athletes are required to have a current copy of their completed physical form turned in to the athletic secretary before they are allowed to participate in practices and games. Current physical forms may be accessed via the academy website.

1. Visit [www.mcathunder.org](http://www.mcathunder.org)
2. Click on the "Athletics" tab
3. Scroll down and click on the "Sports Physical" link to download and print the PDF

## In-Season Responsibilities

The parents of each student-athlete are **required to serve at least twice at the concessions/ticket stand** during the season and may be requested to serve during contests other than those their athlete is playing in (i.e. a varsity girl's parent working concessions during a varsity boys game).

All parents are strongly encouraged to learn to keep the scorebook, if possible. This allows this important responsibility to be shared among the team families.

At the discretion of the head coach, parents may also be asked to be involved in other ways, such as preparing pre-game team snacks or meals, keeping statistics, etc. We always need volunteers for game day responsibilities, such as scoreboard and line judging. Please contact the AD if you are interested and available to help.

## Transportation

Please be aware of the practice and game schedules and assist your athletes with being on time. Students should be picked up promptly at the end of practices or games. If you have arranged alternate transportation for your student (i.e. carpooling), please contact the academy office for a waiver form.

## Contact

Our coaches need your support as they mentor MCA athletes! In most circumstances, it is appropriate to contact the head coach directly with any questions or concerns you may have during the season. If issues arise, parents are encouraged to discuss them with the coach before discussing them with the athletes. If, for some reason, you feel like you have not received a satisfactory coach, please contact the AD. Good communication will help strengthen our athletic program and provide the best experience for your athlete.

## Conduct

Our goal is that all athletes, coaches, parents, and fans present at our contest display Christ-like character and behavior as they represent MCA. You can show your support for our Academy by attending as many games as possible and encouraging our athletes. Please treat guests of our facility (fans/athletes of the opposing team, referees, etc.) with kindness and respect. MCA desires to have an exciting, welcoming atmosphere on campus, as well as a commendable testimony in our community.

