

# DAMASCUS CHRISTIAN 2010-2011 ATHLETIC HANDBOOK

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# Damascus Christian Jr./ Sr. High School Athletic Handbook

## I. INTRODUCTION

### A. TO THE PARENT

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

### B. SCHOOL-SPONSORED SPORTS

	<b>High School</b>	
<b>FALL SPORTS</b>	<b><u>Girls</u></b>	<b><u>Boys</u></b>
	Volleyball	Soccer (Co-ed)
	Cross Country (Co-ed)	Cross Country (Co-ed)
<b>WINTER SPORTS</b>	Basketball	Basketball
<b>SPRING SPORTS</b>	Track and Field	Track and Field
	<b>Junior High</b>	
<b>FALL SPORTS</b>	<b><u>Girls</u></b>	<b><u>Boys</u></b>
	Volleyball	Soccer
<b>WINTER SPORTS</b>	Basketball	Basketball
<b>SPRING SPORTS</b>	Track and Field	Track and Field
	<b>Elementary (5-6)</b>	
<b>FALL SPORTS</b>	<b><u>Girls</u></b>	<b><u>Boys</u></b>
	Volleyball	
<b>WINTER SPORTS</b>	Basketball	Basketball
<b>SPRING SPORTS</b>	Track and Field	Track and Field

## II. PHILOSOPHY OF ATHLETICS AT DAMASCUS CHRISTIAN

**Sports Mission Statement:** Damascus Christian School’s mission is to assist Christian parents in the Biblical training of their children spiritually, intellectually, socially, emotionally and physically, to help prepare them to be faithful followers of Jesus Christ for the God’s glory and the building of His Kingdom.

**Elementary-level** programs will focus on introduction and instruction of skills. Each player is encouraged to attend all practices and, as a reward for their hard work, will have the opportunity to participate as equally as possible in the events scheduled.

**Junior High** programs will focus on continued instruction and skill development and the initial stages of team tactics. Each player is encouraged to attend all practices as scheduled by the coach and to let the coach know if they will not be able to attend. The players can expect that they should, as nearly as possible, be given the opportunity to participate to some extent in each scheduled event as long as they are attending the practices as scheduled.

**High School** – DCHS competes at the 1-A level with the Oregon School Activities Association (OSAA). We play public as well as other private and Christian schools. Even though we have a “no cut” policy, event participation will not necessarily be equal among the athletes. Participation in practices is not a guarantee that the player will be utilized in each scheduled event. This is at the coach’s discretion, who will take into consideration what is best for the team in addition to each player’s talent level, dedication, coachability and attitude. For the team sports, if numbers allow, we will have both junior varsity (JV) and varsity teams.

### **III. GOVERNANCE**

#### **A. DAMASCUS CHRISTIAN SCHOOL**

1. The DCC Elder Council gives indirect oversight to the DCS ministry. The formulation and delegation of DCS Ministry is carried out by the school staff, school commission and administration.
2. The day-to-day responsibility for overseeing the athletic program is assigned to the Athletic Director. Each participant is directly responsible to his/her own coach who is responsible to the Athletic Director who, in turn, reports to the Principal.

#### **B. OREGON SCHOOL ACTIVITIES ASSOCIATION (OSAA)**

1. All member schools voluntarily join the Oregon School Activities Association and compete only with other member schools. As a member school, Damascus Christian School agrees to abide by and enforce all rules regarding individual eligibility including attendance, grades, age, awards, school representation, and transfers between schools which all schools must follow. The primary role of the OSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The OSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches’ associations. The OSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. The OSAA is also responsible for all state playoffs and tournaments beyond district play for athletics and activities. DCS abides by the OSAA rules/guidelines for the listed areas. All rules and guidelines can be found at the *osaa.org* link under handbook.

- a. **Academics** – Details described in IV-A
- b. **Graduation** OSAA rule 8.2
- c. **Age** OSAA rule 8.3
- d. **Monetary Compensation** OSAA rule 8.4
- e. **Transfer** OSAA rule 8.6

Any questions should be directed to the Athletic Director. The OSAA deals only through school administration and not directly with parents.

2. A Summary of the Minimum Requirements of the OSAA, of which we are a member, requires that any student-athlete must have passed five credits (non-elective classes) of work in the semester immediately preceding the semester of participation. An F (in any required class) must be made up by the following fall for a student to be eligible to compete in fall sports (see the DCS Parent-Student Handbook for further credit recovery information). All participants must also be maintaining consistent forward progress toward graduation in the normal four-year time span.

## **C. THE NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS**

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

## **IV. BASIC ATHLETIC DEPARTMENT POLICIES**

### **A. REQUIREMENTS FOR PARTICIPATION**

#### **1. A Summary of the Academic Requirements of the OSAA**

- a. OSAA Rule 8.1
- b. All rules and guidelines can be found at the *osaa.org* link under handbook.

#### **2. Minimum requirements of Damascus Christian School**

**a. Academics--**DCS minimum academic requirements are a cumulative 2.00 GPA with a passing grade in all current classes.

- 1.** The current GPA for each player must be a cumulative 70% (2.0) or higher with no failing grades by Monday morning (or the first day of classes), beginning the third week of school and each week thereafter. Eligibility/ Ineligibility for extracurricular activities will begin on the day the report is issued. Activities scheduled for that day are affected by the eligibility report. A notification will be issued to students who fall below the cumulative 70% or receive an F in any class. It is the student's responsibility to present this notification report to their parents/guardians to be signed and returned to the office the next school day. Failure to do so will result in suspension from practice/event participation that day and each day until the report is returned to the school office.
- 2.** Ineligibility will end only on the day an eligibility report is issued. Ineligibility will not end on a day between two eligibility reports. Eligibility/Ineligibility is "rolling"; it is done each and every week throughout the semester, beginning the third week of school.

- a.** The Eligibility/Ineligibility cycle (see below) may begin on the first class day of any week throughout the semester beginning the third week of school.
- b.** Ineligibility is progressive in nature and consequences are outlined in the chart below.
- c.** Each Monday (or the first day of classes) by 1 PM, all teachers, athletic director, all current-season coaches, guidance counselor and office staff will be given a master list of students who fall below the cumulative 70% mark or failing grade.

<b>High School and Junior High</b>			
<b>Consequences of Ineligibility Report</b>			
<b><u>Week</u></b>	<b><u>Progression</u></b>	<b><u>Permitted to</u></b>	<b><u>Restricted from</u></b>
One	Grace Week	Practice and play in games	
Two	Game Probation	Practice only	Participation in events and traveling with the team
Three	Practice/Game Probation	Study or else!	Practice and any participation in events
Four	Removed from team		

Teachers must record at least two grades each week. When a student raises his/her cumulative grades to or above the 70% mark, he/she is removed from probation but will be checked each week. Probation weeks are accumulative for each sport.

For a new sport offered in the same quarter, the previous week's grades will be used to determine eligibility for the new sports season. The eligibility report issued Monday, prior to the beginning of practice for the new sport will determine eligibility. The above chart will then be followed. Eligibility for 7th-8th grade students will follow high school. Eligibility for elementary students will be determined by parent-teacher agreement.

In extenuating circumstances the administration will review the individual situation.

**b. Attendance** --Student Athletes must attend the full day of school (from homeroom to dismissal) on the day of and the day immediately following any scheduled games (exceptions would be when unusual circumstances arise; the administration and athletic director would announce modifications to this policy as necessary). If the team arrives at DCHS after 1:00 AM, students must be at school by the beginning of 3rd period.

Being absent from school on any day will mean no participation in that day's practice or if a game day, the afternoon/evening game. It would be ill –advised to participate in a strenuous practice or game if a student was sick enough to have missed school. We would prefer not to put that student at any further risk.

**c. Guideline for NILD Eligibility:** If a student with a diagnosed learning difficulty experiences below average grades in a subject, he/she can experience sports eligibility based on attitude (respect to authority), effort (assignments turned in), and demonstration of measures to improve the grade (self advocating, seeking assistance or tutoring, or displaying effort in some other appropriate way). If it appears that a student is not meeting these criteria, a team meeting will be called (involving teacher, coach, parents and therapist).

**d. Physical Examination** – Student athletes must have physical exams updated every two years. This process begins in 5<sup>th</sup> grade and should be done every two years -- for the 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> grades. Forms are filed in the office. Any athlete who is not updated on physicals will not be allowed to participate in games. Please use the OSAA forms.

**e. Parental Acknowledgment of Athletic Policies** – Annually a copy of this handbook will be handed out to each student trying out for an athletic team. Each parent/guardian shall read the material and certify that they understand the athletic eligibility rules and policies of the school. The signed document is required to be on file with the medical and participation forms before participation.

**f. Insurance** – The school does not carry insurance to cover student athletic injuries. Through DCS, one can purchase a limited Sports Accident Policy.

**g. Risk of Participation** – All athletes and parents must realize the risk of serious injury that can result from athletic participation. Damascus Christian School's best practice is to use the following safeguards to make every effort to reduce the possibility of injuries.

1. Conduct a parent/athlete meeting prior to the start of each season to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
3. Instruct all athletes about the dangers of participation in the particular sport.
4. All parents and athletes must sign a waiver form prior to practices and contests.

**h. Financial Obligations and Equipment**

1. A sport fee of \$100 for elementary, \$150 for junior high, and \$200 for high school athletes will be assessed per season.
2. In several sports, athletes may be required to purchase a portion of the game uniform, which will become their property. School-issued uniforms: Refer to DCS Handbook page 9, section F (Equipment).

**i. Practice Length.** Practices will be generally a maximum of 3 hours per school day. Exception: Summer vacation and weekend hours. As a general rule, high school practices will last approximately two hours and junior high/elementary practices approximately one and one half hours on school days. "Daily Doubles" schedules prior to school for fall sports will be determined by each coach. Basketball practice schedules will vary according to game schedule and gym availability. Practices will be held for teams during vacation time or days when school is not in session.

**j. Additional Players.** In rare cases when an elementary or junior high program is unable to field sufficient numbers for a team, opportunity will be given to 4th grade inviting those interested to play for the 5th-6th team or the 6th graders to play for a 7th-8th team. The Athletic Director and the respective coach will make a determination if the participation numbers are not sufficient to field a team. The student/parents must understand that priority will be given to upper grade students regarding playing time.

Players will only play up to the next grade level (i.e., 4th on a 5th-6th team or 6th on a 7th-8th team)

The Athletic Director will talk with the 4th or 6th grade teachers if need exists; a note will be sent home notifying parents of need and inviting eligible students to participate. The permission slip for lower grade level students **must be turned in by one week from the**

**date on the form to be eligible to play.** All players will need to have completed a physical form, handbook form, and pre-participation form prior to any practice. Forms are on our website ([www.damascuschristianschool.org](http://www.damascuschristianschool.org)).

## **B. ATHLETIC CODES OF CONDUCT FOR SPORTSMANSHIP**

**1. Athletes** – All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. A DCS athlete should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc. As Christian athletes display these characteristics, good things usually happen: teams are successful, players are motivated, prospective athletes want to participate, and, very often, nonbelievers are drawn to Christ.

**2. Parents and Spectators** – It is important to make our guests feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsman-like way. The skills of the visiting team should be recognized and appreciated. Everyone needs to work to create a positive atmosphere at Damascus Christian. The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting or yelling negative comments to other players or referees. Never confront referees or other participants during or following a contest. If a problem occurs, inform the school administration (coach/athletic director) and allow them to deal with the situation. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior.

## **C. PARTICIPATION**

Generally, an athlete may participate in only one sport per season. If one desires to participate in two sports during the same season, the athlete must have the support of the coaches of both sports, and work through the Athletic Director to coordinate practices, meets or games in order to gain approval for dual participation.

## **D. HOME SCHOOL PARTICIPATION POLICY**

Damascus Christian School is a ministry of Damascus Community Church. As a ministry to our church body, where feasible, we will provide opportunity for participation in DCS extra-curricular programs for the home-schooled children of our church members and our school faculty. Participation requirements are that a parent or guardian must be a member of DCC or active DCS faculty, approval by the DCS administrator, approval by the DCS athletic director, satisfaction of any external requirements such as leagues governing athletic participation or legal requirements, and of course, payment of any associated fees. Expectations, behavior, grades, and attitude shall be the same as a full time DCS student. A home school student must fill out the home school application form and all other required forms.

Elementary/Junior High----Home school students must abide by DCS Sports Policies/Procedures.

High School--- Home school students must abide by DCS and OSAA Sports Policies/Procedures. All OSAA rules and guidelines can be found at the *osaa.org* link under Handbook.

#### **E. DROPPING OR TRANSFERRING SPORTS**

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

If an athlete wishes to change sports (drop one and begin another) during the same season, he/she must consult with the coaches of each sport concerned and with the athletic director.

#### **F. EQUIPMENT**

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

#### **G. MISSING PRACTICES/CONTESTS – REMOVAL FROM A TEAM**

When an athlete joins a team, a commitment is made not only by the athlete but by the parents as well. It is hard work scheduling around an athlete's scheduled practices. If an athlete is going to miss a practice or contest, the coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season, it is important to work with the coach so he/she can plan. Missing a practice or contest can result in some consequence. At times, parents may deem it necessary to remove their student from an athletic team on a temporary or permanent basis. It must be realized that these actions penalize the entire team in addition to the removed athlete. It is suggested that this course of action be viewed as a last resort and used when other disciplinary methods have been exhausted. Regular consultation should be maintained with the coach and athletic director if removal from the team is a consideration.

#### **H. TRAVEL**

1. All athletes are expected to travel to away contests in transportation provided by the school (parents driving for the school must fill out a background check/driver's insurance verification at the school office *prior to game day*). Any exceptions must be pre-arranged with the athletic director. Athletes are also expected to ride home with the same transportation. However, if a parent/guardian is at the site of the contest, following the game they may take their student after checking with the coach. Any other arrangements must be pre-arranged with the athletic director at least one day prior to the contest. Athletes will not be allowed to ride home with other students. Coaches may not provide personal transportation to any athlete at any time. In an emergency, call upon parents or school administrators. If there is no other option, include another athlete and drop off students together.

2. When at away events, the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior are expected.

**3.** The estimated return time for trips is listed on the schedule. Arrange to pick up your child in a timely manner. A coach must wait with the students until all have rides; so, when the team returns late at night, it is important to arrange transportation on time. When parents wait at home for a phone call before picking up their student, it does not work if the parents are twenty or more minutes away. Arrange for the students to call from the away school, a restaurant, or a cell phone. Most coaches should have their duties completed ten minutes after return and be able to go home, too.

## **I. CONFLICTS IN EXTRACURRICULAR ACTIVITIES**

Inevitably in a school situation, scheduling conflicts will arise between athletic events and other school activities. When the athletic schedule is produced, care will be taken by the athletic director to avoid conflicts, if possible. In some instances, a student will have to choose prior to the season between such things as playing on an athletic team or taking part in a drama production. Typical conflicts may involve musical performances/competitions with athletic practices or events. A student who is participating on an athletic team is expected to attend all regularly scheduled practices and should not expect to miss practice to try out for another activity such as cheerleading or drama. For students participating in a number of activities, scheduling conflicts will occur. It is important that the student keeps a calendar of activities and, if a conflict is found, immediately informs all sponsors or coaches involved. In order to deal with each participant fairly, a consistent policy is necessary. If such matters are left unresolved, the athlete is often placed in a difficult position between the athletic coach and the activity sponsor. The student may feel pressured by both sides wanting his or her talents and abilities. The decisions are difficult, but the following guidelines are presented as the method for dealing with activity schedule conflicts:

**Priority 1** Precedence is based on the sanctioning of the activity by the OSAA,

**Priority 2** Contests that are a criteria for advancement to a higher level of competition, such as a state tournament,

**Priority 3** Major competitions and performances, including contests or tournaments determining conference and district championships,

**Priority 4** Including regular scheduled games, contests, and major performances, an event previously scheduled and placed on the school calendar will take precedence over a rescheduled event or addition to the calendar,

**Priority 5** Importance of the student's participation to the success of the group's performance. If, after utilizing the prioritized criteria, all items remain equal, the final decision must be made by the student in consultation with the principal. [NO PENALTY CAN BE ASSESSED TO THE PARTICIPANT.]

## **J. RELEASE FROM CLASS**

If a student misses a class because of an athletic contest, it is the responsibility of the student to turn in all work due that day **BEFORE** leaving school. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher. The student is responsible to get notes, handouts, etc. before departure or as agreed upon by the teacher.

## **K. SQUAD SELECTION/PLAYING TIME**

In accordance with our philosophy of athletics and our desire to see as many

students as possible participate in the athletic program at Damascus Christian, coaches are encouraged to keep as many students on a team as they can without unbalancing the integrity of their sport. Time, space facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. Typically, no limitations are put on the number of participants in track.

Volleyball and basketball usually are the most limited because of team size and indoor space limitations. It is the decision of the coach regarding the number of players to be named to a team in a given season.

Students who make a team will not necessarily see equal playing time. No amount of playing time is guaranteed to an athlete. Playing time depends on the skill and experience of the athlete and how those attributes blend with the rest of the team and the level of competition. At all levels below high school varsity, it is generally expected that an athlete will participate in each competition, but there may be occasions when this does not happen. One exception in junior high may include post-season tournaments/playoffs. The coach may opt to use a more limited rotation of players during the post season, and will notify squad members of the tentative plan.

#### **L. COACHES' POLICIES**

Each coach may establish other rules or standards, unique to that sport or program in which they work, which go beyond those listed in this handbook. The policies will be consistent with and not contradict other school practices and policies. The coach will file a copy of the rules with the athletic director.

#### **M. CONFLICT RESOLUTION**

If a conflict or perception of a conflict arises with a coach or other staff person, the first responsibility is for the athlete to discuss the situation with the coach. This should occur before the parent speaks with the coach. If no resolution is found, the next three steps of appeal are to the athletic director, the principal, and the school commission, in that order. Before or after a game is usually not an appropriate time for a parent to approach a coach to discuss a situation.

#### **N. REPORTING OF INJURY**

All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed by the coach.

#### **O. VEHICULAR ACCIDENT – Parent/Coach**

Procedure for reporting vehicular accident:

- 1.** In case of a vehicle accident, care must be taken to ensure the safety and wellbeing of all participants
  - a.** immediately assess damage and possible injuries
  - b.** stabilize injured as best you can
  - c.** contact emergency services via 911
  - d.** do not make any declarations of responsibility to other party, if applicable. Say, "We'll report this to the insurance company. They will be in contact with you."
  - e.** exchange information (driver's license number, insurance company name and number, etc.)
  - f.** if there are injuries requiring hospitalization, be sure you know where the injured party is being taken

2. Contact athletic director with details. The A.D. will then contact parents and school administrator
3. Be sure driver/adult fills out and submits *Incident Report Form* to school office and/or business administrator.

**P. LOCKER ROOMS**

Locks and lockers will be assigned to students who are enrolled in a physical education class. Lockers are to be kept locked. Roughhousing or throwing towels and other objects are not allowed. Showers are to be turned off after use. Spiked or cleated shoes are to be put on and taken off outside of the locker room and the gym. No metal or hard-plastic spikes or cleats are ever allowed in the locker room or any part of the school.

**Q. SPORTS SEASONS**

**1. High School – OSAA Regulations**

<b>Season</b>	<b>Event</b>	<b>Official Day</b>
Fall	First Practice	3rd Monday prior to first playing date
	First Contest	1 <sup>st</sup> Tuesday after Labor Day
Winter	First Practice	Monday of 1st football playoff week
	First Contest	Monday following Thanksgiving
Spring	First Practice	1st Monday after 4A girl basketball cutoff date
	First Contest	1st Monday following 4A boy’s basketball tournament

\*For actual dates refer to yearly Sports Calendar

**2. Junior High**

Volleyball practice last week of August. Games are in September and October. Basketball practice begins the first Monday in November. Games are played in December through February.

**R. ADMISSION/SEASON PASSES**

Typically, no admission charges are made for junior high contests. Usually, admission charges are only made for lower level high school activities when tied in with a varsity contest. Valley 10 League admission prices will range from \$4 for adults and \$2 for students. Students at Damascus Christian get in free to all home games. Admission is charged for all league playoff or championship level contests. DCS offers season passes for home contests at a highly discounted rate. If DCS hosts a state playoff game for basketball the admission fee is approximately \$6 for adults and \$4 for students per OSAA. Prices for state games are subject to change.