Athletics Handbook

It is the responsibility of all MPCS parents, students, volunteers, coaches, and staff to familiarize themselves with the policies and guidelines outlined in the General Handbook for Parents, Students, and Staff.

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Core Beliefs

The MPC athletic program is unique when compared to many schools in today’s society. We insist strong character development and religious conviction be as much a part of athletics as fair play and enthusiasm. Participation is not a right but a privilege, a privilege earned by student athletes who excel in the classroom, honor their families and school, and bring glory to God.

The MPC Way

The MPC Way is a set of core values defining the athletic programs at Mount Paran Christian. Coaches and athletes created the MPC Way based on the biblical principles and values that have impacted their middle and high school sports experiences. MPC athletes embody more than just God-given talent and skillsets. Teammates strive to achieve a common goal. The MPC Way is the reason why athletes play and is expressed in how they compete. It is the glory given to God and is defined by humility, integrity, passion, relentless effort, and a commitment to excellence.

Humility is selflessness, respect, and putting God and others first (Proverbs 11:2). Strong moral character and honesty when no one is watching is true integrity (Titus 2:7). Passion is a deep love for the game (Colossians 3:17) and the drive to achieve success. Hard work and determination demonstrate relentless effort (Jeremiah 32:19). Commitment to excellence (1 Timothy 4:12) is complete dedication and holding oneself to the highest standard. Eagle athletes and coaches live out these core values the MPC Way.

The MPC Way

MPC Way for Parents

Spiritual Development

All athletic teams are expected to embrace and continue the school's efforts, as outlined in our mission statement, athletic philosophy, and core beliefs. As a Christian school, we are called to positively impact the lives of everyone we encounter in our daily lives. Participation in sports provides many opportunities for mission and service work that our coaches and players can use to impact the cause of Christ.

Team Chaplains
Every athletic team will appoint or elect a student chaplain to serve in the areas of devotions and any service/mission work. Our chaplains are an integral part of maintaining perspective and focus on our efforts to be Christ's ambassadors in sport.

Mission Trips and Service Opportunities
The head coaches of each sport are responsible to provide service and/or mission opportunities for their student athletes to reinforce the school's Mission Statement

Devotion and Prayer
Each head coach will personally and actively participate in devotional opportunities for the student athletes with direction through the Christian Life office.

Student-Athletes

MPCS athletes are students first and athletes second. Our athletic program and academic curriculum will work together to promote the highest levels of success in both areas, understanding that the pursuit of knowledge comes before athletic interests.

Expectations for Student-Athletes

Student-Athletes as Total Persons
The total well-being of our student-athletes is paramount in importance to our coaches; having an interest only in the athletic side of our students is unacceptable. Coaches, as Christian role models, are called upon to develop strong bonds of respect and admiration with their players. By ministering to the mental, physical, spiritual, and emotional health of our student-athletes, we insure the success of this process.

Multi-Sport Concept and Student Participation
All student-athletes will be encouraged to participate in any activities, whether academically, in the arts, or athletically, in which they have an interest. Coaches, teachers, parents, etc., should work together to counsel those student-athletes who may become overburdened by too many activities; however, pressure to keep or eliminate any specific activity(ies) is completely inappropriate. The student-athlete, in consultation with parents, teachers, and coaches, should be assisted in making sound, mature decisions in his/her best interest.

Expectations for Student-Athletes
A written document should be distributed and explained by head coaches at the outset of each new season, preferably at the preseason parents' meeting. Our student-athletes should have a clear understanding of the expectations placed on them by the school and their coaches.

Athletics Dress Code

Mount Paran Christian School student-athletes accept a responsibility as school leaders to set high standards for decorum. Student-athletes represent Christ, their team, their school, and themselves within the community. Whether we are in our school uniform or an athletic uniform, standards of neatness always apply. The athletic department dress code will work in conjunction with the school's uniform policy and the policies of GHSA. Additionally, athletes will adhere to the following:

- Game and practice uniforms must be worn complete with all components;
- Shirts/jerseys are to be tucked in;
- When traveling, athletes will wear school uniforms, athletic wear, or travel suits only;
- Shorts are worn at the waist; shoes are tied;
- Wristbands and headbands will be worn in moderation;
- Clean, consistent looks with all accessories will be worn at coaches' discretion;
- Ribbons and barrettes must match the uniform colors.

Team and School Spirit

Pride and enthusiasm in athletics is essential to continued success. Our families, student-athletes, coaches, and faculty/staff work together to create a positive environment for team success in all sports. Positive vocal support and reinforcement from our coaches, team members, and spectators will create the best atmosphere for competition.

Dual Sport Participation

At MPCS, the opportunity may present itself for an athlete to participate in multiple sports during the same season. The following guidelines should be followed when considering dual sport participation:

- Participation in only one team sport will be allowed per season (i.e. fall, winter, spring), with the option to choose a second sport from those that primarily involve individual competition. *Discretion may be used by the Athletic Directors on a case-by-case basis.*
- Participation in two individual sports is possible, but the student-athlete must designate which sport is primary and which is secondary.
- A choice is not allowed when deciding between a team sport and an individual sport; the team sport will always be designated as primary.
- Coaches may work together to find the best course of action for dual-participation that will benefit not only the athlete, but also the teams affected.
- Off-season training may not conflict with in-season practices, games, or matches. Student-athletes must fulfill their in-season responsibilities before being allowed to participate in out-of-season training.

Athletic directors, coaches, parents, and student-athletes are expected to work together as necessary to ensure all issues are handled well in advance.

Should a student-athlete participate in both athletics and arts, the athletic directors, coaches, and arts directors are expected to work together as necessary to ensure all issues are handled well in advance.

Season-to-Season Transition

As a Class A school, it is essential we work together and encourage our students to be multi-sport athletes. Coaches are to be aware of starting and ending dates of other sports seasons in order to coordinate workouts for those players.

During the last month of a season, we will allow our players short individual or small-group workouts in an upcoming sport. Student-athletes will not scrimmage or participate in conditioning with the second sport, since these workouts will be limited in frequency, duration, and intensity. For example, a basketball-baseball player will be allowed to hit in the cage and begin throwing exercises, but these sessions will occur, at most, two times a week and for no more than three hours total. Although finishing one sport while starting another creates a challenge for many, none are so great that solutions cannot be found. Student-athletes WILL NOT be punished for participating in sports where seasons overlap.

Participation on Non-Mount Paran Christian Teams

Athletes may wish to participate on a travel or club team while participating on an MPC team. Mount Paran Christian athletic teams take preference over any teams, athletic events, or athletic commitments outside of MPCS during that season. This holds especially true at the high school level. Middle school athletes may participate, with the coach's approval. (See below.)

In-season Participation
Middle school and junior varsity student-athletes who desire to play on an off-campus team will be allowed to do so; however, their MPC coach must be informed, and their MPC team must have priority. Example: An MPC middle school baseball player may play for a travel team during baseball season, as long as the coach gives permission. Varsity players will only be allowed to participate on an off-campus team with the permission of their in-season head coach.

Out-of-season Participation
Middle school and junior varsity student-athletes may participate on non-MPC teams out of their season. Example: A middle school baseball player may play AAU basketball during baseball season as long as the MPC baseball team is prioritized. An MPC JV tennis player may participate with an off-campus gymnastics team during tennis season, as long as the tennis team takes priority. Varsity players will need to obtain coaches' permission. If this cannot happen, the issue will go to the appropriate athletic director.

Expectations of Coaches

Christian Character

Coaches must demonstrate Christian behavior at all times as required by our faith. Our coaches will conduct themselves at all times according to the requirements of the MPCS Employee and/or Volunteer Handbooks.

Relationship Between Coaches and Players

Our coaches are expected to develop an enthusiastic spirit and a positive relationship with every student-athlete under their charge. Each team within MPC athletics should foster an environment where mutual respect and admiration are established between coaches and players. This will result in players who work hard, perform well in practices/games, and exhibit strong moral character due to the leadership and genuine trust in their coaches.

Teaching/Coaching Philosophy

When created within an academic setting, a coaching philosophy is derived from an educational philosophy, as coaches are teachers first. Although many athletic programs today de-emphasize academics in favor of the team's interests, our athletic program will always be composed mainly of faculty members whose primary position is that of teacher.

Educational Philosophy of Coaches
Teachers, by educating society's young people, are professionals who embrace their responsibility in cultivating the leaders of tomorrow. A teacher's responsibilities encompass that of *educator, leader*, and *role model*. A teacher cannot merely disseminate information, but must be a living example of these three traits. A teacher's end result must be to accomplish their objectives while having a positive impact on the lives of every student.

Teachers must *educate* their students on the subject matter. They must *lead* their students in life lessons such as civility, humility, respect, and responsibility, all while demonstrating these qualities as a *role model* and person of strong moral character in their everyday life.

Teachers who accomplish the above will inevitably create a positive classroom environment of interested students who are excited about learning. Coaches, as teachers of sport, must embody these traits and use them as the cornerstones in building their programs. By establishing high expectations for the team and the players involved, a coach can create an environment where student-athletes are prepared for success and free from distraction, where players exhibit strong moral character and show respect for their game and their opponent, thus setting the standard for sportsmanship. It is here that our student-athletes truly become ambassadors of the MPCS mission.

Positive Reinforcement in Coaching

In creating an environment for success, it is understood this setting must be a positive one. Our coaches have to be a living example of Christ's presence in sports through their actions and words. By leading teams in this way, we not only establish expectations of conduct for our student-athletes, but also for our parents, spectators, opponents, and others. In accomplishing this, we are always representing MPCS in the most positive light. References to our players should always be in terms of we and us, not you or them. This is especially important when speaking to the team as their coach or to the media. Vulgar or otherwise inappropriate language by a coach during practice or a game in unacceptable and will not be tolerated at Mount Paran Christian School.

Four Concepts in Coaching Positively and Effectively

1. Each player is an individual – Have a plan for the success of every student-athlete; team unity will be stronger when every player feels that their coach is personally interested in helping to reach their goals.

2. Positive Reinforcement – Communicate on the positive; remove negativity by using praise and encouragement whenever possible. student-athletes need to focus on what they *have to do* for success instead of what they *shouldn't do*, which will almost certainly bring failure. Phrases such as the following are inappropriate:

- "WHAT ARE YOU DOING?!?"
- "HOW COULD YOU LET THAT HAPPEN?!?"
- "DON'T WALK HIM/HER!"
- "DON'T MISS ANOTHER FREE THROW!"

None of these responses will help a student-athlete overcome the adversity they are currently facing and if said publicly or in earshot of spectators can have even more detrimental results. Implementation of positive reinforcement and communicating with key phrases that players can rely on will enable them to perform more consistently at a higher level. The phrases above could be replaced with

1. "Tell me what you were trying to do."
2. "What could we have done differently? Was there another option that could have worked better for us?"
3. "Finish the hitter!" or with a pitcher facing a 3-0 count, "All the way back."
4. "Knock this one down; you're a good shooter!"

Eliminate the negative tense and replace it with a positive one, shifting the focus onto what we ***want*** to do versus what we are trying ***not*** to do.

3. Make a difference – Be the role model and authority figure that our players need; being a role model and mentoring young people isn't easy. Accept the challenge.

4. Build respect – Develop within your players the ability to congratulate teammates and opponents alike on great effort and play. Being an intense competitor doesn't require hating our opponents, as we should compete to strive toward excellence, set the standard for sportsmanship, and lead our players to it.

Administrative Responsibilities of Coaches

Strategic Planning

Strategic plans are to be created and maintained for all sports. Maintaining a plan for one, three, and five years into the future is essential for proper planning and goal setting. Varsity head coaches are expected to create their plan with the help of assistants and middle school coaches. Varsity coaches should view themselves as responsible for the climate and approach down-line (JV and middle school) and should regularly be involved with the coaches at these levels.

Physicals and Fees

Coaches must be vigilant in collecting and turning in athletic physicals to the athletic office. If an up-to-date physical is not on file in the athletic office, a student will not be allowed to participate. Athletic fees and player pack fees will be billed and collected through the office of student accounts.

Accident Reports

Accident reports must be filled out by the person who first responded to the injury or who witnessed the injury happening to any student-athlete requiring medical attention beyond basic first aid. This would include any injury requiring a visit to a physician or emergency transportation to a hospital. Forms are to be submitted to the athletic office no later than dismissal of the following school day.

Emergency Medical Plans

Emergency Medical Plans are to be kept in the head coach’s manual for the sport’s specific facilities/venues. Additionally, all assistant coaches must be fully aware of the procedures to be followed in the event of a medical emergency.

Communications within Each Sports Team

A preseason meeting should be held with the intention of

- Setting expectations for student participation time,
- Organizing the level of parental involvement,
- Providing an overview of coach’s philosophy,
- Discussing how issues will be resolved (chain of command), and
- Discussing how the coach plans to integrate faith.

All head coaches are to communicate via email with their players/families at least once per week while in season. Consistent communications will help to eliminate confusion and anxiety, while also helping our families to plan. It is essential our coaching staffs stay organized with both their administrative duties and their responsibilities on the court/field.

Parent-Athlete-Coach Relationship

The parent-athlete-coach relationship should be explained by head coaches at the outset of each new season at the preseason parent meeting. A clear understanding of the lines of communication and how to resolve issues before the season begins is vital to having positive relationships with our families.

MPC Way for Parents

Communications with the Athletic Office and MPCS

In-season coaches will meet with their respective athletic director when needed to ensure that the school is current on all happenings within their program. Any changes to a published schedule (practice or game), rain outs, etc., must be immediately communicated to the athletic office in order to update the hotline and website. Out-of-season coaches will meet with their respective athletic director as needed but no less than once per month.

External Communications / Media Relations

MPCS Website, *Georgia Sports, Marietta Daily Journal, Weekly Word, Wingspan,* Twitter, and Facebook

All varsity game results are to be called in to the *Marietta Daily Journal* (770-428-9411, extension 222) before 11:00 p.m. the night of the game.

Coaches should make every attempt to get to know one or two of the reporters who will be covering their sport. Also, a brief recap of wins should be emailed to the head of school's administrative assistant for inclusion in the next day's announcements, as well as sent to the athletic office for inclusion on social media. All information posted to social media outlets must come from the athletic office. Coaches should report major individual and team accomplishments to the athletic office for inclusion in the *Weekly Word* weekly schoolwide e-newsletter and/or *Wingspan* magazine.

Most head coaches will field media requests for information on their teams and players in regards to expectations for the season, preseason, and postseason honors, etc. These requests must be complied with as quickly as possible to ensure our athletes are included. Any contact or requests for interviews with the media beyond reporting scores should be reported to both the athletics and marketing and communications offices.

Social Media/ Media Communications
Coaches need to designate a parent/assistant coach to take pictures of the team after each win. These pictures can be submitted to the marketing and communications office or athletic department for social media posting. Social media postings can only happen with a picture, so please take multiple pictures to have on file.

Player Pack Gear and Use of School Logo

Player pack designed items and use of any and all school logos should be approved by the athletic office and the marketing and communications office. The athletic office will work with the marketing and communications office to ensure logo approval. Any productions not approved will be pulled, and the cost may be the responsibility of the coach.

Steps to Ordering Player Pack Items:
Begin three months prior to start of a season.
Fall - Begin in April
Winter - Begin in July
Spring - Begin in November

1. Varsity coach meets with athletics/marketing and communications to determine logos/ look/potential items wanted in player packs for all levels (high school/JV/middle school). All artwork MUST be approved through marketing and communications prior to being sent to vendor.

1. All artwork MUST be approved through marketing prior to being sent to vendor. Proofs musts be reviewed by marketing before printing of apparel.
2. All artwork and proofs created by vendor MUST also be approved through the marketing department before print approval is given.

2. Based on apparel wants, a vendor will then be selected. We have pre-determined vendors in place approved by the business office.

3. Meet with vendor/representative from athletics department/purchasing specialist.

1. Determine what items/color etc. will be ordered.
2. Work with vendor on availability/stock of item, in case inventory is low.

4. Once items have been picked out, vendor will send a quote so we have an idea of how much each player pack will be. (cost will not be determined until after ordering as shipping/decoration/meals/etc. still has to be factored in.)

AFTER TEAMS HAVE BEEN SELECTED, WHEN POSSIBLE:

5. Form will be sent to parents to fill out to determine sizes that need to be ordered.

6. Once sizes have been collected, they will be sent to the vendor.

7. Vendor will then send a full quote to the athletic department, where athletic department will process the order. ALL orders must be processed through the athletic department.

Equipment/Uniform Care and Inventory

Head coaches are responsible for storing all equipment used in practices and games. Having players responsible for these items is beneficial in building responsibility and accountability. At the end of each season, all equipment must be inventoried and put into storage. Team uniforms are to be returned, placed into storage, and an inventory submitted to the athletic office. Coaches are responsible for passing out and receiving back all required items.

Storage
End-of-season uniform storage will take place in the uniform storage areas located in the Hughes gymnasium and the fitness center.

Dress Code for Coaches

MPC coaches will dress appropriately for their sport in practices and games. T-shirts and athletic shorts are appropriate for practice but not on game days. Varsity coaches should include proper practice gear and game-wear in their budgeting and planning for assistants and middle school staff within their sport. In holding our student-athletes accountable for their dress, all coaches must be leaders in this area.

Scheduling

Practices, Games, In- and Out-of-season Workouts

Scheduling

Practice Scheduling/Sharing Facilities

The athletic department will assist all head coaches in creating practice schedules that allow for teams to share facilities and receive all necessary time and preparation. In order to continue striving for excellence, our teams are expected to practice frequently.

Frequency of Practices
The following parameters should be followed when space is allowed:

- Middle school teams: 3-4 days/week, 1½ -2 hours each practice
- High school teams: 5-6 days/week, 2-2½ hours each practice

*Coaches may see fit to modify (add/subtract) from the above based on upcoming contests

Wednesday and Sunday Events
In respect for the purpose and value of the Lord’s Day, MPC teams are not permitted to workout on Sundays in regular season or tournaments. Practices may be held on Sundays only when absolutely necessary and require prior approval from the athletic office and the head of school. Sunday practices, when approved, will be limited to the hours of 2:00-5:00 p.m. GHSA rules prohibit game competitions on Sunday.

Wednesday events must be concluded by 5:30 p.m. to the best of our abilities in order for our student-athletes to attend church services. Competitions should only be scheduled on this day when necessary and must have prior approval of the athletic director.

Game Scheduling

Parameters and Points to Consider

1. All teams playing in leagues with a master schedule must work in advance with their athletic director to determine available days/times to be turned into the league.
2. Varsity head coaches are responsible for creating their schedule and any JV scheduling, as needed. Schedules will be submitted to the athletic office for approval and to avoid conflicts of gym and/or field space.
3. High school schedules will be structured to meet all requirements of GHSA. These schedules should also reflect the maximum number of events (or minus one) allowed by GHSA.
4. Our opponents can be from any classification, but coaches should be cognizant of where their team is in its growth. Schedules for each season should be challenging and competitive but not overwhelming.
5. Distance, traffic, bus availability, and travel expenses should all be considered when creating schedules.
6. Holidays, teacher workdays, and exam days should be avoided whenever possible. The list of *No Play Dates* should always be referred to when creating a game schedule.
7. Middle School and high school programs should do everything possible to minimize excessive early release from classes.

Game Contracts

All high school basketball, football, and baseball games will be put under contract. Head coaches will assist the athletic department in contracting all games to ensure that no errors or conflicts exist.

Scheduling

Off-Season

Our varsity program will use their off-season time and the summer months to improve. While coaches are not allowed to require out-of-season workouts or conditioning for student-athletes *(GHSA White Book p 39-40, By-law 2.69)*, all varsity coaches will schedule open workout times, camps, etc., on a voluntary basis for their respective sport teams. *Note: Coaches may only work with four players at a time in the off-season during the school year. Only in the summer months are coaches allowed to have an off-season workout involving more than four players.*

Private Instruction

Similar to our tutoring policy, MPC coaches are prohibited from receiving pay when working with athletes they are currently coaching. This also includes students who intend to try out for a team in the future. These arrangements may create a perception of favoritism that cannot be tolerated in regards to tryouts, playing time, etc. Coaches may set up open time to work with players on campus throughout the year, with the understanding that this will not positively or negatively impact any student-athlete’s chances of making a team.

Coaches may work for pay with student-athletes from other sport areas, as long as they adhere to the rate of pay set forth in our tutoring guidelines.

Community coaches may offer lessons to athletes for sports they coach. This may be done only with the approval of the head coach.

Coaches who wish to create clinics must first seek approval through the Eagle Sports Academy channels.

Eligibility

Mount Paran Christian School adheres to the GHSA guidelines for eligibility of student-athletes. Depending on the situation, the head of school, appropriate athletic director and/or division head of school may impose penalties above and beyond the GHSA rules.

Eligibility

Good Standing and Medical Clearance

Good Standing
All students in good standing are eligible to try out for a place on any of our athletic teams. Good standing is determined by the division heads of school.

Medical Clearance
Students in good standing must also have all of their medical paperwork current and on file in the athletics office in order to participate in tryouts.

Eligibility

Academic Review and Limits of Participation

Student-athletes must familiarize themselves with their school divisions academic participation requirements and probation policies, which may be found in the division handbooks.

High School Handbook

Middle School Handbook

Academic Mentoring

Coaches should constantly monitor the progress of their student-athletes throughout the school year. Our efforts to help a student-athlete must always focus on the total person, not just helping them maintain or regain eligibility for the season. student-athletes should be required to submit grades at least once a month to their in-season coach. Coaches of student-athletes who are having academic trouble should contact their athletic director or guidance counselor to ensure necessary steps are taken (e.g. tutoring) to aid the student-athlete in becoming academically successful.

Ineligible or Inactive Student-Athletes
Student-athletes who are removed from play for academic or disciplinary reasons should still be made to feel connected to the program. It is during this time that an ineligible student-athlete must know that their coaches and teammates care for and support them.

Injured players or inactive athletes who can no longer practice or play for other reasons must also remain connected. These athletes are typically out for reasons beyond their control, and their contributions to the team must continue to be appreciated.

Behavior Expectations

Behavioral Issues, Disciplinary Consequences, and Poor Sportsmanship
MPC student-athletes are expected to set the standard for behavior and to honor Christ in all that they do. Conduct that falls short of this expectation will not be tolerated. Coaches who anticipate a suspension or any serious disciplinary consequences being imposed on a student-athlete should meet with their athletic director prior to communicating this decision to the student-athlete and their family.

Attendance at Practices/Games
Student-athletes who miss two practices or one game unexcused in a season will be penalized game time, as determined by the head coach. Further absences may result in removal from the team.

Detention, ISS, and OSS

View the High School Handbook or the Middle School Handbook for policies regarding detention.

Game Ejections
Any student-athlete or coach ejected from a ballgame will comply with the GHSA and METRO 10 rules for ejections. Severe cases may be reviewed by the athletic director(s) and/or head of school, and an additional penalty may apply.

Transfer Students

Eligibility regarding transfer students in grades nine through twelve (attending MPCS high school less than one calendar year) involves several factors including, but not limited to, previous school(s) attended, guardianship, current home address, previous home address, etc. Determining eligibility for these students can be a simple procedure or a tedious process involving appeals to GHSA. The athletic office must be made aware of any transfer students wishing to participate to ensure that their situation is under review and the process is moving forward. Coaches are expected to confirm that eligibility has been confirmed for their entire roster prior to their first regular season game.

Eligibility

Gender-Specific Teams

Due to our tremendous growth in athletics over the last three years, MPCS has many sport offerings for both genders. Teams that are gender specific will not allow members of the opposite gender to try out or participate.

Team Creation and Tryouts

Announcement of Dates

Dates must be announced in advance of tryouts (minimum two weeks) via the *Weekly Word*, morning announcements, and the MPCS website. Contact the marketing and communications office to have these announcements included in all correspondence.

Team Levels

1. **Varsity:** A varsity team is a highly-competitive environment, where the best players will garner most of the playing time. Playing time is NOT guaranteed.
2. **Junior Varsity:** The junior varsity team is a high school team that will compete at the highest level possible, however, development will be a main concern. Playing time is still not guaranteed, but the focus is skill and strategy development.
3. **Middle School A Team:** This is the highest level of the “feeder” system for middle school. Playing time is not guaranteed. This is generally an eighth-grade team. While skill and strategy development is important, team success is a focus.
4. **Middle School B Team:** This is a developmental team. Most players should receive playing time, though not necessarily equal. The team usually consists of sixth and seventh graders.

Tryout Criteria for Cut Sports

1. All skills to be evaluated must be clearly communicated to the students.
2. The tryout period should last two to three days.
3. Written evaluations must be kept for each session.
4. Any absences from tryouts must be cleared by the head coach in advance.

Excused from Tryouts

Players currently in season on another MPC team and/or players who are injured will be allowed to try out at an appropriate later date.

Cutting Procedures

“Cuts” are not an easy part of selecting teams, but they are a fact of life. Without competition, we cannot get better as a program. The majority of sports on campus have two levels of involvement (varsity/JV or middle school A/B). In addition, a no-cut sport is offered each of the three seasons. “Cuts” may be made by voicemail or a posted list of those who MADE the team only. Never put in public print the ones who were cut. Documentation is required when making cuts.

Publishing Rosters

Only the players making the team will be posted online. A “cut” list is not to be made public, and all documentation pertaining to student evaluations in tryouts will be shredded within one week of the last day of tryouts.

No-Cut Sports

Coaches in no-cut sports should substitute an evaluation period for the tryout period, and all of the guidelines in sections 6.2 and 6.21 should still be followed. The cut-off date for joining any team in a no-cut sport will be 14 days after the first practice. Exceptions may be made by the athletic director(s). Fifth-grade students are eligible to participate on no-cut sports teams.

Establishing Expectations for Team Members

Coaches will arrange brief individual meetings with each student-athlete who makes the team to discuss his/her anticipated role for the season and to complete his/her Personal Plan. These meetings should include discussion on

1. Areas of strength and weakness,
2. Skills to develop in order to improve as a player, and
3. Playing time.

Preseason Parents Meeting

Every team will conduct a preseason informational meeting for the families of their student-athletes. These meetings are an important tool of communication between athletics and our families and are essential to ensure that the season begins well. These meetings should always be positive, opened in prayer, and include the following:

- Explanation of required forms to be completed (MPCS Consent Form, Emergency Medical Form, GHSA Physical Form);
- Explanation of parent-athlete-coach relationship, distribute Athletic Information Brochure and reinforce the philosophy and core beliefs of MPC athletics;
- Discussion of the coaching philosophy, plan for handling disciplinary issues, and expectations for the season;
- Reinforce that character development and spiritual formation are priorities in athletics;
- Explanation of player pack components, pricing, and expected delivery;
- Inform our families of how injured players will be cared for, and review the requirement that each student-athlete have health coverage;
- Distribution of practice and game schedules;
- Solicit parent volunteers (Team Parent, scorekeeper, concessions, gate, etc.); and
- Promote involvement in the Eagle Backer Booster Club and the importance of parent volunteers.

Multi-Team Players

Many of our players will be asked to play at multiple levels within the same sport (i.e. playing on both the JV and varsity teams). To ensure success for these players, coaches should consider the following:

1. Will the player excel with both teams?
2. Can the player manage the extra time demands, both athletically and academically?
3. Will the player be able to identify socially with teammates on both squads?

*GHSA rules must be adhered to in regards to the maximum number of games/quarters played for all high school players. METRO 10 rules also must be considered.

Playing Up

Younger student-athletes “playing up” more than one level above their grade is not usually encouraged but may occur occasionally. (For example, freshmen playing on the varsity team.) Coaches should discuss these situations with the athletic director prior to publishing rosters. Consideration should be given to

1. Impact on academic performance;
2. Impact socially with classmates and older teammates;
3. Playing time – will the player receive significant game time to warrant the promotion?

Game and Event Management

Coaches are responsible for managing their venues and creating a positive atmosphere through proper event management. Coaches are expected to work closely and regularly with the operations department and the athletic facilities director regarding issues related to preparation of athletic venues.

Pregame Script

A pregame script or agenda is needed for every high school home game in which we have public address (PA) capabilities (i.e. baseball, basketball, football, lacrosse, soccer, and softball). Scripts should always include a welcome statement, pregame prayer, the playing and/or singing of the national anthem, and, when appropriate, team introductions. Sports without PA can distribute rosters/flyers promoting their sport or take other steps to enhance the experience of their home games. *For example, soccer can incorporate ball boys/girls to work the sidelines, retrieve balls, etc.* Adding “extras” to our home games will always benefit the program. To enhance the experience for everyone, coaches are requested to plan ahead and designate people to pray and musicians to perform the national anthem. Canned music can be used, but preference should be given to live music when possible.

Scoreboards

Every game played on a field with a scoreboard must have it operational. Coaches are responsible for finding parent or student volunteers and creating a schedule for them to work games. The operations department and the sports facilities director should be notified if scoreboards are dysfunctional.

Accommodations for Opponents and Parking

Locker rooms, access to the trainer or to the trainer’s room, and water coolers and cups are just a few things to be coordinated for visiting teams as part of being a good host. A coach or an assigned Eagle Backer volunteer should be available to greet opposing teams and coaches upon their arrival for directions and help in navigating our campus. Hospitality is a point of emphasis with the GHSA and METRO 10.

Visitor Parking
Opposing teams arriving in charter or long school buses will need assistance parking. Coaches are expected to communicate the location of bus parking to our visitors. (The operations department will designate visitor bus parking in various lots on campus.)

Budget, Fees, and Fundraising

Operational Budget

The head of school and chief financial officer, in conjunction with the athletic directors, will determine a total yearly athletic budget. From this budget, allocations will be made to the teams.

Team-Specific Budgets

Coaches will meet with the athletic director in the season following the sport to examine the previous year’s expenses and create the next season’s budget. This work is done in advance and ensures accurate planning by our coaches. In the event a coach has a need for an item not included in that year’s budget, a request must be made to the athletic director(s), including all pricing, to determine if funds are available before any order is placed.

Athletic Fees

Each student-athlete will be charged a fee of $100 for participation in athletics. This is a one-time fee per school year, regardless of how many sports a student-athlete participates in. Additionally, the opportunity to join Eagle Backers will be made available.

Player Packs

Prior to the season, varsity head coaches should meet with a member of the athletic department to discuss player pack options and purchasing. Participation on most MPC athletic teams will include a player pack. Player packs are items that are consumable (hats, socks, knee pads, hoodies, etc.) and in some sports are part of the uniform. Families are asked to pay for their child’s player pack as all items are theirs to keep at the conclusion of the season.

Fundraising

Team-specific fundraising or any activities outside of the development plan for athletics and the Eagle Backers is strictly prohibited. Knowing that all sports benefit from the monies generated by the Eagle Backers booster club, all coaches, teams, etc., will be asked to participate and support Eagle Backer fundraising through volunteer concession stand workers and the Eagle Backer Golf Tournament.

Capital Expenses

Teams and coaches are not responsible directly for any capital efforts. However, from time-to-time, capital campaigns for MPCS may be underway, and support and participation will be encouraged. Coaches should not consider any capital improvements without first discussing this with the athletic directors.

Purchasing

All items purchased must have approval from the athletic directors, who work from an approved vendor list. Style, color, logo, cost, etc. must have prior approval before ordering.

Athletic Staffing

Coaching Stipends

Coaching pay is determined by the athletic director(s) in conjunction with the head of school.

Sports Medicine and Treatment

GHSA Physical Form and Participation Consent Form

Student-athletes will not be permitted to participate in any phase of the MPC athletic program without a current physical on file in the athletic office. A physical is considered current when it is less than one (1) calendar year old or is dated after April 1 of the previous school year. MPCS requires the GHSA Physical Form be used by all middle school and high school student-athletes. A participation consent form is also required prior to participation. Both of these forms are available in the athletics section of the school website or in the athletics office.

First Aid

All coaches are to be CPR/AED certified and familiar with basic first aid. CPR/AED classes are held each August during pre-planning, and attendance is required for all employees listed as coaches for the upcoming school year.

Certified Athletic Trainer (ATC)

Athletic trainers are provided for as many MPC athletic events as possible. While we do have an athletic trainer available from PT Solutions, there may be times when the coach must take the lead on any injuries that occur during your contest. In the event of an injury to anyone present at an MPC home event, coaches are responsible for enacting that venue’s Emergency Medical Plan. At events where an ATC is present, any injured person(s) should be referred to the ATC immediately, with our coaches assisting the ATC if requested. Any student-athlete who has gone to a physician for any sport-related injury/illness MUST have a physician's clearance note that is to be given to the coach or athletic trainer to be cleared for participation.

Insurance

Primary health insurance is required for all student-athletes and coaches prior to participation. In addition, MPCS carries a supplemental policy that covers all participants and staff within the athletic program. Any families who have had their coverage lapse for any reason must notify the athletic office. The supplemental policy goes into effect in one of two ways:

1. After an insured’s primary policy has paid out fully or
2. Immediately if a participant has allowed their primary coverage to lapse.

Location of Defibrillators (AEDs)

MPCS has numerous defibrillators on campus in case of an emergency. **The AED boxes contain a Stop the Bleed kit and also contain stock Epipens, as noted below.** Knowledge of exactly where all AEDs are located is required of all coaches. AED locations are

- preschool lobby (Epipen and Epipen Jr.)
- high school front office (Epipen)
- Murray Innovation Center (second floor hallway near elevator)
- in front of the Hughes Gymnasium (Epipen and Epipen Jr.)
- outside of the middle school head’s office in Mulkey Hall (Epipen and Epipen Jr.)
- next to the main door entry at the fitness center (Epipen)
- first floor lobby of the Murray Arts Center
- dance hallway outside of black box theater in the Murray Arts Center (Epipen and Epipen Jr.)
- Kristy Lynn Theater in the tech booth
- baseball fieldhouse women’s restroom (Epipen and Epipen Jr.)
- family restroom at the stadium (Epipen and Epipen Jr.)
- portable AED carried by athletic trainer at games as assigned (not all games/practices)

Steroids, Performance-Enhancing Drugs, Supplements

Student-athletes are advised against taking any pills, creams, shakes, or any other supplement without first seeking advice from their doctor. The supplement market is flooded with new products each year, and knowledge of the contents and/or the long-term effects of these goods can sometimes be unknown for years. Steroids and performance-enhancing drugs are strictly forbidden.

Inclement Weather Plans

Sports teams will face different weather issues, depending on the time of year. Coaches will need to be aware of weather forecasts, alerts, and/or warnings during their seasons in order to plan accordingly for their teams. The school does have the state-mandated psychrometer for wet-bulb readings during extreme heat and humidity.

Lightning Policy

Lightning detectors are to be present during outdoor practices and competitions at both the middle school and high school levels. Currently, one is kept in the operations office, and the other is located in the softball dugout (fall) or the high school baseball dugout (spring). Only one detector is sufficient for the entire campus since all activities will stop if lightning is registered at the 8-20 mile level or if any lightning or thunder is seen or heard in the immediate vicinity. The coach or administrator responsible must have all activities stopped immediately and all players and coaches directed to the nearest shelter.

Heat

Knowledge of the prevention of heat illness and safely practicing in hot conditions is paramount in importance by our coaches. All coaches should have a strong understanding of the various warning signs and indicators of heat illness, as well as a working knowledge of its different levels: dehydration, heat cramps, heat exhaustion, heat stroke, and hyponatremia.

MPCS Heat Safety Guidelines
All teams should adhere to the following guidelines when conducting outdoor workouts in the heat in an attempt to ensure player safety. The assistant athletic director, sports medicine trainer on duty, or another designee from the football staff will be responsible for monitoring WBGT (wet bulb global temperature) and notifying all outdoor sports/activities on campus when readings dictate that workouts must stop. Mount Paran Christian School athletics adheres to all GHSA heat policies.

Warning Signs of Heat Illness
Coaches must be aware of early warning signs that a player may be experiencing difficulty. Some symptoms of heat illness may include

- Inability to think clearly, giddiness, undue fatigue, and/or vomiting (may signal a player heating up);
- Goosebumps and chills (may signal a shutdown in skin circulation);
- Hyperventilation and tingly fingers (may prelude a collapse);
- Lack of coordination, staggering, “running like a puppet” (late signs that may be followed by seizure or coma).
- Any player suspected of suffering from heat illness should have unnecessary equipment and clothing removed immediately. These players should be monitored by our ATC, who will determine further treatment.
- Any player fainting, collapsing, losing consciousness, or appearing to be in danger of heat stroke in any way should be submerged in an ice tub, shoulders to hip joints, monitored by our ATC. Emergency services at 911 should be called for transport.

Wet/Cold/Wind

It is important that we place our athletes in positions to be successful without compromising player safety. Poor playing or traveling conditions are always issues to consider. Practices/games should not be played at home or away if the playing surface is in question. Additionally, given that our fields are valuable resources, we must take care of them. Using them in wet or unplayable conditions can cause severe damage and lead to expensive repairs. Decisions to play or not to play will be made by the head coach in conjunction with the athletic office.

Concussion Policy

As new data is constantly being discovered, MPC athletics continually updates our concussion policy to reflect best practices in the industry. Current copies of the policy are available upon request from the ATC.

Supervision

Supervision

Responsibilities for Student-Athletes

Varsity head coaches are responsible for their entire program. They are charged with ensuring that JV and middle school practices are productive and structured to build for the future. A coach's responsibility begins 10 minutes prior to the scheduled start time for their practice and continues until the facility is clean, secure, and all student-athletes have been dismissed and left campus. student-athletes are to be supervised at all times and should not be left unattended.

Rides/Pickups for Non-Driving Student-Athletes

Since practice schedules are published and communicated weekly in coach’s emails, parents should know when their children are to be picked up from campus.

Expectations should be communicated to our parents about promptness in regards to this area. In addition, practices should end within 15 minutes of the published time as to not inconvenience parents.

BOUNDARY POLICY/INTERACTIONS AND COMMUNICATIONS WITH STUDENTS

MPCS supports and endorses a strict policy of respect toward students and expects all employees, coaches, and volunteers to abide by a professional, moral, and ethical standard of conduct and model good citizenship for students, parents, and the community. Students typically respond better and evidence greater levels of respect when appropriate expectations are established from the beginning of the relationship.

The interactions between MPCS-affiliated adults (employees, coaches, volunteers) and students, on and off School property and during or outside of school hours, should be based on mutual respect and trust and upon an understanding of the appropriate boundaries between adults and students. Many of our MPCS employees, coaches, and volunteers have contacts with students who attend other schools, through coaching, club activities, academic competitions, etc., and this policy applies to those relationships as well. **Even if a student participates willingly in an activity, boundary-crossing interactions between MPCS employees, coaches, and volunteers and students (regardless of the student’s age) are a violation of this policy. All employees, coaches, and volunteers are expected to accept responsibility for their conduct and should understand that they are representatives and ambassadors of the School 24/7.**

This policy is intended to guide all MPCS employees, coaches, and volunteers in conducting themselves in a way that reflects the high standards of behavior expected by our school

community and the public. This policy is not intended to restrain appropriate and positive relationships between our MPCS employees, coaches, and volunteers and students, but to prevent relationships that could lead to, or be perceived as, inappropriate.

Guidelines for Maintaining Appropriate Professionalism:

- MPCS employees, coaches, and volunteers are to be thoughtful in interactions with students, avoiding any communication or activity that could create the appearance of being too friendly, too close, or having too frequent personal conversations or meetings with a student.
- All meetings and interactions should be visible and transparent. (e.g. Avoiding one-on-one meetings with students in giving lessons, having meetings, or other activities.)
- Students are to be taught with respect and dignity. If a student does not follow directions, they will be given clear communication with instructions and, if the student does not listen or respond appropriately, may face appropriate action. (e.g. Separating the student from the group; removing the student from the activity; communicating with the parent after the event), Physically moving, grabbing, touching, or hitting a student, or grabbing something from a student with aggression or because of frustration is never acceptable, nor is physically threatening a student with words or objects.
- If touching is appropriate to the instruction, such as dance, music lessons, and so on, instructors will explain at the beginning of instruction with students and parents why, when, and how the instructor might touch a student. Before using touch in instruction, the instructor is to use alternatives such as demonstration (e.g. demonstrating own wrist placement) or verbal description (e.g. verbally explaining the position or movement of the body part). When touch may be necessary, it will be kept brief and to what is appropriate and necessary for the instructional point (e.g. moving a student’s hand for proper finger placement on the musical instrument and only after asking permission to do so), remembering context, gender, and age. For example, before touching a student, the instructor might ask, “May I adjust your wrist so your hand stays more horizontal?” If a student appears or states that he or she is uncomfortable at any time, the instructor will immediately cease the contact and report the incident.
- MPCS employees, coaches, and volunteers are to avoid giving students rides, except in emergency situations; in such cases, MPCS employees, coaches, and volunteers will report (phone call, text, or email) the situation to their division/department head as soon as practical and make every effort to enlist the assistance of another adult or student, recognizing that the welfare of the student takes precedence.
- There are times when the use of appropriate physical contact in a public setting to show support and encouragement toward students who are receptive to this form of expression is appropriate. MPCS employees, coaches, and volunteers are to always exercise good judgment and never force any physical contact. Examples of brief and appropriate displays of affection may include
    - side-hug;
    - holding hands while walking with small children;
    - holding hands with small children when they are upset;
    - a pat on the back;

    - an arm around a shoulder;
    - hand-shakes; and
    - high-fives, hand slaps, and fist bumps.

- Sometimes students initiate physical contact, such as full frontal or “bear” hugs. When this occurs, students will be gently redirected to equally positive, but more appropriate forms of interactions, such as shaking hands, high fives, fist bumps, side-hug, etc.
- MPCS employees, coaches, and volunteers are to ensure that all communications with students are professional and related to an appropriate purpose, including oral or written communications; telephone calls; electronic communication (such as texting, instant messaging, email). Electronic and online communications with students, including those through personal devices, must be accessible to the administration and professional in content and tone. Swearing, making inappropriate sexual, racial/or ethnic comments, or telling or listening to off-color or sexual jokes or stories is never appropriate.
- Other than the use of group texting tools, such as Remind, Class Parrot, etc., for group communications between the teachers and the class regarding school work and events (such as homework updates, upcoming school events, reminding the class of upcoming tests, etc.), personal texting between MPCS employees, coaches, and volunteers and students should be the rare case and not the general rule. Limit texting to matters that need immediate communication, such as changing a time of location or practice, during a field trip when the MPCS employee/coach/volunteer and the student are trying to locate each other, and so on. Phone numbers should be requested and shared only for legitimate school reasons.
- Emails should be through the School’s system and used to convey information or respond to a question. Emails should not be used for feedback on student performance. MPCS employees, coaches, and volunteers should never email a student from a personal email.
- Texting and email should take place during school hours (including school activities), and, when possible, another adult should be included on the communication (such as a parent or administrator).
- MPCS employees, coaches, and volunteers should use only School-sanctioned social media. They should not initiate or accept friend requests or follow a student on social media. MPCS employees, coaches, and volunteers should not create a personal social networking site and then invite students to view or permit them to participate in the site. All communication between the student and MPCS employees, coaches, and volunteers should remain professional and related to an appropriate purpose.

Examples of Inappropriate, Boundary Crossing Interactions and Communications with Students:

(This list is not all inclusive and other, similar activities should also be avoided.)

MPCS employees, coaches, and volunteers should refrain from

- Encouraging or allowing students to call you by an inappropriate nickname or calling or referring to a student by an inappropriate nickname, term of endearment, pet name, etc. – use the student’s given/preferred name;

- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional;
- Making too personal comments to students (about their clothing, hair, nail polish, personal habits, etc.);
- Invading personal space; standing or sitting too close; maintaining intense or lingering eye contact;
- Giving or exchanging gifts, cards, or letters with an individual student or students;
- Excessive attention toward a particular student or students;
- Inviting or allowing students in your home without another school employee present;
- Visiting a student in their home or other location when the parents are not present;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or School-sponsored events without parent permission;
- Taking students off School property other than for approved field trips and School activities;
- Suggesting or permitting students to sit on your lap at any time;
- Engaging students to complete personal errands for you;
- Discussing the personal affairs of other students or your colleagues;
- Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable employee-student relationship and in which the relationship could reasonably cause a student to view the employee as more than a teacher, administrator, advisor, etc.;
- Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- Unnecessarily invading a student's privacy (such as using the boys' or girls' restrooms when any students are present);
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Showing pornography to students;
- Providing alcohol or drugs – either prescription or illegal (except for medications provided in accordance with School policy on medication administration) – to students; and
- Engaging in any romantic or sexual relationships with students, including asking on a date, dating, flirting, sexual contact, kissing, inappropriate physical displays of affection, speaking with innuendo, banter, or allusions to suggest a relationship or sexual subjects, or sexually suggestive comments between employees and students, regardless of whether employee or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission.

MPCS employees, coaches, and volunteers who are also a parent of a student at our School are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the appropriate administrator. Do not take personal action to address the situation.

We certainly encourage close relationships between MPCS employees, coaches, and volunteers and students. However, *all* after-school and away from campus contact with students (including transporting students in an MPCS employee, coach, or volunteer's vehicle, babysitting, going to

dinner, etc.) must first be cleared with the head of school in each specific instance. MPCS employees, coaches, and volunteers should also strive to have more than one adult present if students of the School are staying at their home overnight. MPCS employees, coaches, and volunteers must remember that even when acting in the role of parent, they still represent the school and must ensure that all interactions are professional and appropriate.

All MPCS employees, coaches, and volunteers are responsible for the safety and welfare of our students. If you observe any MPCS employees, coaches, and volunteers engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to your division/department head and/or division counselor. In addition, MPCS employees, coaches, and volunteers must report any awareness or concern of a student's inappropriate or questionable behavior. Nothing in this policy is intended to relieve mandated reporters of child abuse, abandonment, and/or neglect of their obligations under state law.

In addition, as a part of every MPCS employee's, coach's, and volunteer's obligation to keep children and our campus safe, if you have information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the human resources director and/or head of school.

Any MPCS employee, coach, or volunteer who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment or removal from duties.

MPCS employees, coaches, and volunteers who make a good faith report of a suspected violation of this policy or who cooperate in inquiries or investigations related to the investigation of a report shall be not be penalized in any way. If an MPCS employee, coach, or volunteer believes that he or she has been retaliated against for making a report under this policy, please immediately contact the director of human resources.

Responsibilities for Facilities

Coaches are responsible for examining their athletic venue for any potential hazards. They are also expected to ensure that the facilities are safe and clean, both before and after all practices and games. Any problems in this area should be reported to the athletic directors and the sports facilities director.

Facilities Usage and Keys
Athletic facilities are to be used by student-athletes under the supervision of an MPC coach or faculty/staff member, including any open gyms or free play. Coaches who have been issued keys for athletic facilities are responsible for their keys at all times. Students may be sent on errands for coaches or teams and may take keys if needed, but the keys remain the responsibility of the coach.

Locker Rooms

Coaching staffs are responsible for monitoring their teams’ locker rooms before and after practices and games. Since the locker room can be an environment where hazing and ridicule occur, it is essential that locker rooms remained locked when not in use and supervised when in use. Student-athletes should have all belongings placed in or on top of a locker and off of the floor. Locks will be arranged for each locker room through the athletic office.

Also, part of being a responsible host for visitors requires us to provide clean and orderly locker rooms for our opponents. Coaches are responsible for inspecting and/or making available these facilities when requested.

Transportation and Bus Safety

View the transportation section of the Volunteer Handbook for transportation guidelines.

Bus Information

Reserving Buses for Away Games
Arrangements for buses will be made by the athletic office in conjunction with operations for all away trips. Coaches are expected to review the transportation calendar to ensure that all of their games have been covered.

Receiving Keys and Returning 14-passenger Buses
Coaches are to pick up bus keys from operations on the day the bus is needed. All paperwork required by operations for usage of the bus is to be filled out prior to the team's departure.

In returning *MPCS* buses, our coaches/drivers are to

1. Have players pick up all trash and sweep if necessary;
2. Back the bus into its designated space; and
3. Return the keys and paperwork to the drop box.

In returning *Rental* buses, our coaches/drivers are to

1. Have players pick up all trash and sweep;
2. Park the bus in the bus parking area outside the gym, with the bus backed in against the curb; and
3. Return the keys and paperwork to the drop box.

Large Passenger Buses, Driver's Pay
Coaches may pursue adding a CDL license in order to help with transportation needs. Coaches/drivers with a CDL will be

- Paid at a rate of $30/trip locally and $15/hour outside metro Atlanta;
- Scheduled first in providing transportation needs for their sport, ensuring that their team(s) always have transportation;
- Asked to drive only their team(s) without being assigned to other sports or events.

Bus Breakdowns, Flat Tires, Etc.
Any problems with buses should be communicated immediately to your athletic director and director of operations or, if they are unavailable, the athletic administrative assistant. Teams that are able to continue traveling and arrive for their game with a full squad may keep the game; if not, the game should be rescheduled. Typically, in the event of a breakdown, the priority will be to find a safe, alternate option for all players and coaches to return to MPCS. *Our buses are not equipped with spare tires or jacks due to their weight.* Once alternate plans are made, student-athletes should contact their parents to inform them of where and at what time they should be picked up.

MPCS Security Cell: 770-843-3938

Supervision

Child Abuse Reporting Obligations

As educational professionals, we have a responsibility to provide the children we teach with the opportunity to obtain the best education possible. However, our responsibility does not end there. We also have a legal responsibility to report any information that we receive that leads us to suspect that a child has been abused or neglected.

The State of Georgia requires by law that any principal, teacher, counselor, or other school administrator report cases of suspected child abuse of children less than eighteen years of age. Georgia Law provides immunity for those reporting in good faith and provides a penalty for violation of the law.

Georgia law defines “abuse” as physical injury or death inflicted upon a child by a parent or caretaker by other than accidental means; neglect or exploitation of a child by a parent or caretaker; endangering a child; sexual abuse of a child; or sexual exploitation of a child. Any employee/volunteer/coach who has reasonable cause to suspect or believe that child abuse has occurred must report their concern **immediately** to the head of school. If you cannot contact the head of school, contact the associate head of school. The head of school or the associate head of school will then discuss the situation with you to ensure that the appropriate reports, if any, are completed. You can also report the situation directly to the state by contacting the Department of Family and Children Services (DFCS) in the county in which the child resides. If you make the report directly, immediately after making such report, please notify the head of school so the School can assist in investigations and/or ensure that appropriate personnel are watchful for signs of future potential abuse of the child(ren) in question. **Failure to report suspected abuse could constitute a crime under Georgia law and subject you to prosecution**.

Letters, Awards, and Banquets

Lettering Criteria

Generally, varsity letters are earned by athletes who compete in 50 percent or more of a varsity season. Total minutes, innings, etc., must be considered, as merely appearing in a contest does not constitute credit for an entire game. These rules are guidelines; however, the ultimate call in a player lettering will be determined by the head coach. In sports such as track/field, swimming, cross country, and golf, coaches will determine lettering qualifications and publish prior to the season. (i.e. Cross country may be sub-19:00 for boys to letter varsity.) Team managers, statisticians, etc. are eligible to letter after completing two varsity seasons in the same sport. Coaches are to be fair and consistent in awarding varsity letters, thereby protecting its integrity. Students may earn letters in three areas (Arts, Athletics, and Academics) when participating in varsity-level competitive events. An appropriate patch will accompany the letter in each category. Student-athletes will receive the MPC athletics logo arm patch, whereas arts and academic teams will receive corresponding arts logo and/or school seal arm patches for jackets.

Awards

Each team is allotted awards based on team size to be distributed at the end-of-season banquet. As a general rule, most teams will only require three to four awards. A list of potential awards/winners should be turned in to the athletic office for approval two weeks prior to the last game of the season. Annual awards, perpetual trophies, etc. are to be maintained by varsity head coaches, with all appropriate documentation submitted to the athletic office.

Championship Teams
Teams winning a Region, State, or other significant championship may be granted additional awards by the athletic office to recognize their athletes and commemorate their season.

Scholar-Athletes

The *Marietta Daily Journal* selects senior scholar-athletes at the end of the school year.

Banquets

Head coaches are responsible for making arrangements for banquets with the athletic department. Coaches and their staff are responsible for assisting in all set up and clean up as needed. An agenda should be written in advance and adhered to in order to ensure well-run and timely events. Banquet dates should be determined prior to the season and submitted to the athletic office for approval. Once approved, they should be communicated at the preseason parents' meeting. Respective division heads and the head of school should be informed of and invited to team banquets ahead of time. It is understandable that they cannot attend all of these events, but they should be aware of the event and an invitation to attend.

Banquet Format

Banquets are to be conducted as positive experiences for the team members and their families. Coaches are responsible for creating this atmosphere, especially when teams have not been successful or did not achieve preseason expectations. Care should always be given to graduating seniors, and any mention of future teams should be kept to a minimum.

GHSA - Georgia High School Association

As a member of GHSA, MPCS is bound by their constitution, bylaws, and rules. Coaches at both the middle and high school levels are expected to have a working knowledge of these requirements and incorporate them into their programs. Copies of the White Book are available in the athletic office and on the GHSA website at www.ghsa.net.

Rules Clinics

High school coaches involved in baseball, basketball, cheerleading, football, soccer, softball, track, and volleyball are required to attend or complete online the mandatory GHSA-sponsored rules clinics. The fine for failure to attend a rules clinic from GHSA is $100. *Coaches are responsible for fines incurred.*

Communication with GHSA

All communication with GHSA will be conducted through the athletic office. All paperwork on eligibility, appeals, notification of entry, etc., as well as any phone calls or emails, will originate only from the high school athletic director.

College Recruiting

MPCS will frequently have college coaches visit for recruiting purposes. It is important that MPCS coaches assist recruiters during their time on campus, including the use of a conference room and video equipment, if requested. A complete team roster should be provided, along with any other pertinent information. If transcripts are needed, direct the recruiter to the registrar's office. Each varsity head coach should actively assist interested student-athletes and their families, in conjunction with the high school guidance counselor, in the pursuit of athletic opportunities at the collegiate level.

Class Obligations

Coaches should schedule meetings with recruiters for their free periods, study halls, lunch, or before or after school. In the event that a recruiter cannot meet at a convenient time for an MPCS coach, they should be directed to meet with an assistant coach or the high school athletic director. Classes should never be missed by coaches or student-athletes to meet with a recruiter.

College Recruiting

NCAA Clearinghouse

Information on the NCAA Clearinghouse is available from the guidance office. Rising seniors with aspirations of playing collegiately should complete this process early in their senior year.

www.ncaaclearinghouse.net.

College Recruiting

NCAA Divisions II and III, NAIA, NCCAA, and Others

Coaches are encouraged to assist student-athletes in pursuing opportunities at these levels. Many students and their families only pursue Division I schools due to a lack of knowledge of other levels of competition. The athletic office will also assist families in this area whenever possible.

Recruiting Questionnaires

Coaches are to complete and return all questionnaires from college coaches within two days of receiving them. In meeting with players and completing their Personal Plans, coaches should already know which players have college aspirations and have their information readily at hand.

Summer Camps

It is highly encouraged for each varsity sport to offer an on-campus MPCS camp each summer. On-campus summer camps are an excellent way to promote your sport and team. In addition to on-campus offerings, varsity programs are also required to attend a team camp with your team during the summer months.

Professional Memberships/Development, Clinics, Coaching Videos

The athletic budget allocates funds for all of these areas and encourages coaches at all levels to pursue any opportunities for improvement. All varsity head coaches are expected to maintain membership in local or state-level organizations and, when appropriate, national organizations. Mentoring assistant coaches on the benefits of memberships and attending conferences is expected.

Clinics

Coaching clinics are considered an important part of staff preparation for coaching and are typically available through professional coaching memberships. Coaches are encouraged to attend clinics on a regular basis in continuance of their professional development. A few points and parameters to consider:

- Any coach wishing to attend a clinic must contact the athletic department prior to registration. Staff members must secutire time off through their administrator.
- Any travel or food expenses for clinic participation will be reimbursed. Receipts must be turned in.
- Teaching responsibilities will make it impossible for more than two coaches in one grade level or area to be absent on the same school day. The head coach of a particular sport, in conjunction with the athletic director, will determine who will be dismissed if multiple requests occur.
- A tremendous resource available to all MPCS coaches is the coaching staffs of the many colleges and universities in our area. Visiting these campuses for discussions with their coaches and viewing their practice sessions can be a tremendous teaching tool for our coaches.

Eagle Backers Booster Club

The MPCS athletic booster club, the Eagle Backers, plays a vital role in the overall success of the MPC program. They are responsible for all fundraising efforts within athletics and in a typical year will host/co-host a variety of events. Participation is encouraged for coaches, as well as families that are involved in athletics. More information can be found on the school’s athletic website under Eagle Backers.

Responsibilities of the Eagle Backers Booster Club

In addition to their fundraising events, the Eagle Backers is designed to be a support group for coaches and student-athlete success.

Fundraising Parameters

Any fundraising activities are to receive prior approval from the development office, in conjunction with the athletic director and the head of school. In athletics, all fundraising efforts will be conducted with help from Eagle Backers, and all monies generated will be deposited into the Eagle Backers account.

Eagle Backers Funding Requests

Coaches or teams who have a special need or request for an item not in the budget may submit a written request to their athletic director for consideration.