

Coaches Handbook

2024-2025



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Your Role and Purpose as a Coach

Thank you for answering God's call to coach at HCA. As a coach, you have the privilege of significantly shaping and influencing the lives of our student-athletes. With the help of the Holy Spirit, we ask you to fulfill these responsibilities:

Our Overarching Purpose:

To develop outstanding student-athletes and coaches who display extraordinary character as representatives of Jesus Christ resulting in statewide influence through a powerful and intentional Christian witness.

Goals vs Purpose:

Goals are specific achievements we want to attain. Goals have a beginning and end. They have to do primarily with performance on the court or field. We prepare, plan and play to win, but our purpose goes beyond the scoreboard. Our purpose is the "why" we coach, it's what we live for. Our purpose is not about wins and losses, it's about developing student-athletes into people of integrity and strong moral character.

Transactional vs Transformational Coaches: (from Inside Out Coaching)

Transactional coaching is characterized by a coach who uses his players to obtain an outcome that increases his own power or prestige. The transactional coach must fill his own needs and validate his authority first before looking at the needs of the player, if at all. A transformational coach puts the needs of the player first in terms of helping them become the best they can be, the needs of the team second, and his own needs come after that. Inside Out coaches leave a legacy for transforming lives that far outweighs any number of wins their teams collect. We want all our coaches to develop into transformational coaches who impact student-athletes lives for Jesus Christ.

Our Core Values: "The Core Four"

Relationship: authentic love for God and others

Discipleship: Christ-like character

Fellowship: unity, teamwork, trust

Sportsmanship: positive witness

As a coach, you are the captain of the "ship" and are responsible for daily applying the core values.

3Dimensional Coaching:

First Dimension: Physical; Fundamentals, Body

Second Dimension: Psychological; Mind

Third Dimension: Internal Transformation; Heart

Sustaining Culture:

The HCA athletic program has developed a culture of genuine Christian character and a winning tradition. Our mission is to develop lifelong followers of Christ who demonstrate His character, conduct and compassion while competing with excellence. In the context of a family atmosphere, our coaches, players, and fans are to be a positive witness for Christ. You are expected to add value by discipling your players, developing their full potential, demonstrating Christ-like character, and doing all things with excellence.

Developing Character:

- Promotes the spiritual growth and Christ-likeness of each student athlete.
- Develops each player's character, skills, ability, and potential.
- Ensures the coaching staff and players demonstrate excellent sportsmanship and integrity at all times.

Maintaining Communication:

- Sends out weekly email updates to players and their families that include information about all scheduled practices, games, and team functions.
- Provides accurate rosters to Athletic Secretary in a timely manner. A preliminary roster is due one month prior to the first day of practice. The final roster is due the first week of practice and is maintained thereafter. Any changes need to be clearly communicated.
- Compiles a complete email/phone list of all players AND their parents.
- On game days, informs the school office (before 10:00am) the time athletes are to be dismissed from class and what time they will be leaving for the game.
- Conducts parent meetings and works with them and the administration on transportation, ticket sales, scorekeeping, and videos of games.
- Maintains and reports team and player statistics. High School coaches report game results to the Coloradoan and MaxPreps and HCA's Communications Manager.

Improving Coaching:

You are expected to continue to grow as a coach by being a life-long learner and to provide opportunities for your players to grow in the season and off-season. You are to stay current on CHSAA registrations and tests, CPR/First Aid, and Concussions. You are to develop your coaching staff (both paid and volunteer) and work with the Athletic Director in making sure they have met standards and completed necessary paperwork. An evaluation with the Athletic Director will be conducted at the end of each season.

Player Rosters:

Head coaches will complete initial player rosters one month before the season starts using the SharePoint Excel Roster distributed by the Athletic Secretary.

Rosters must be kept up to date by coaches and finalized by the end of the first week of practice. If an athlete decides not to participate for any reason after rosters have been finalized, they may receive a full refund if it is within 14 days of athletic fee payment.

Uniforms:

Distributes and maintains an inventory of team uniforms using the SharePoint Excel Roster distributed by the Athletic Secretary each year. **Upon completion of the season, all uniforms must be washed and returned to the school no later than 2 weeks after the last sporting contest or be assessed a \$25 late fee.** Lost or damaged uniforms will be billed to the player's account. Coaches are responsible for communicating this information at the end of the season. If a uniform has not been returned by the post season awards banquet or two weeks after the last official game has been played, the family will be billed for the cost of the uniform. Head coaches will work with Athletic Secretary to ensure the SharePoint Excel Roster uniform check ins are accurate prior to sending them to the Finance Director for any necessary billings.

Keys/Door Codes:

Head Coaches and supervising assistant coaches will be given door codes from the Athletic Secretary for entry into the gym. Door codes may not be shared with anyone. Keys to the HCA front door, equipment room, and weight room will be given to coaches as approved by the Athletic Director. Coaches must return their keys if they are no longer serving in a coaching position at HCA. Coaches may NOT make copies of any keys given to them. Lost keys must be reported immediately. Unapproved duplicating or sharing of keys and door codes will result in loss of privilege.

Home Game Entry:

As a community, we are team oriented. We want to encourage the support of athletes and coaches across sports. To help foster this, all coaches will be given a free punch pass at the Mandatory Coaches Meeting in the Fall. Coaches may use their punch pass to attend all HCA home games free of charge. Punch pass privileges extend to spouses and children. If another punch pass is needed, please see the Athletic Secretary.

Team Photos/Senior Banner Photos:

The Athletic Secretary will notify Head Coaches at the Mandatory Coaches Meeting in the Fall, who the photo vendor will be for the year. Head coaches are

responsible for contacting vendor to schedule a time to complete team/individual photos. Head Coaches are also responsible for communicating senior banner opportunities to 12th grade players and their families.

Parent Meeting:

Head Coaches are responsible for scheduling and holding an informational Parent Meeting during the first week of scheduled practice. During this meeting, coaches will go over parent/player expectations, coaching staff introductions, schedules, volunteer needs, fundraising, team theme, and any other pertinent information.

Team Store:

Head Coaches will work with designated vendor to communicate and design team apparel needs. One month before their season, Head Coaches will notify vendor of the date of their first scheduled practice, as well as their first scheduled game. Middle School and High School must use the same logo design, unless otherwise approved by vendor. Logo change ideas must be emailed to vendor 2 weeks prior to first practice.

Required paperwork

Paid Coaches

- W-4
- I-9
- Background check
- Signed Lifestyle/agreement statement
- Signed Statement of Faith
- Signed receipt/acknowledgement of Coaches Handbook
- Copy of CPR/1st Aid certification
- Copy of completed Concussion course
- Copy of CHSAA coaching certification application
- Copy of contract (including current email and cell #)
- Application for position
- Copy of driver's license and social security card or passport

Volunteer Coaches

- ***Background check** (cost will be paid for by the Student Activity account for that sport, est. cost \$20-\$27)
- Signed Statement of Faith
- Signed Lifestyle agreement with approval by AD & Administrator
- Copy of CPR/1st Aid certification *
- Copy of completed Concussion course*

* MUST have only if volunteer will ever be expected to be the 'sole' coach in attendance at any given time. (in season and/or open gyms)

Student Athletes

- Completed registration in rschool
- Current sports physical

Eligibility

Per CHSAA rules/regulations, to be eligible a student must:

Classes: Students must be enrolled in at least five full credit classes.

Attendance: In-season athletes must attend at least half of their daily classes.

Physical exam: Students must have a physical exam that is signed by a licensed medical professional and is no more than 12 months old.

Academics: Students may NOT have 2 D's and/or 1 F on weekly eligibility grade reports

To better serve our student athletes, their families, teachers, and coaches, the following process will be upheld each week to determine student athlete eligibility:

1. The Athletic Secretary will pull grades for each student athlete Monday morning from Thinkwave. With an ideal goal of Monday by noon, the Athletic Secretary will send an email to any ineligible student, his/her parent, the Athletic Director, Head of School, Head Coach, and Teacher, notifying them of the student athlete's "pending ineligibility status." Student athletes will receive a pending ineligibility status if their grades in Thinkwave show 2 D's and/or 1 F.
2. The student athlete has 48 hours from the sending time of this "pending ineligibility" email to meet with their teacher, turn in any missing assignments, and email the Athletic Secretary & Athletic Director proof of raised grades/eligibility status. The Athletic Secretary will NOT pull grades from Thinkwave after the initial "pending ineligibility" email on Monday. If a student athlete has NOT provided proof of changed eligibility status to the Athletic Secretary 48 hours after the initial notification email was sent, they will be considered ineligible, and unable to participate in athletic competitions until the following Wednesday.

For example, if a student athlete receives a "pending ineligibility" email at noon on Monday, they have until noon on Wednesday to email proof of eligibility to the Athletic Secretary. If a student was sent a "pending ineligibility" email at 2pm on Monday, they have until 2pm on Wednesday to email proof of eligibility. If a student athlete updated their grade, but fails to provide proof of eligibility, they will be considered ineligible. Coaches should assume and properly prepare for the ineligibility of a student who receives an email on Monday, until further notified by the Athletic Secretary.

Proof of eligibility could include a picture of updated grades on Thinkwave, clearly showing student name, classes, and grades, OR email/text communication from teachers of the classes in question proving approval of eligible status.

***At the end of the day, there are truly countless incalculable situations and circumstances that may arise, so ultimate say in all eligibility decisions will lie with the Head of School and the Athletic Director, especially when there is disagreement or misunderstanding. ***

Reserving Vans and Assigning Drivers

For each away game coaches must decide if you would like to take a school van or find volunteer parents to drive all the athletes. If you would like to take a school vehicle, you must call the front office and reserve it. It is booked on a first come first serve basis so plan ahead. The secretaries will then record the time and day you need the van in the school calendar and your reservation will be assured.

On the day of the game you must have a driver for the van whose current and updated insurance and D.L. is copied and on file in the front office. If your driver does not have these items, the front office will not check out keys and a gas card to the driver. The driver must also be 25 years old or older. Van will only be checked out on the day of the game. The person driving the van must fill out a van/bus check out sheet with the front office.

Prior to returning the van you must fill the gas tank and keep the receipt to turn in with the keys and gas credit card. The van should be kept clean at all times. Please make sure any trash or belongings are picked up and all lights turned OFF.

For parents or others who transport students with their private vehicle, any reimbursements for gas must be pre-approved by the school administration.

Finances

HCA has established a General Fund and a Student Activity Fund for its athletic programs. The General Fund is used for expenses necessary for the proper running of each sport (equipment and uniforms). The Student Activity Fund is used for "extra" items and team activities. All purchases must be pre-approved by the Athletic Director.

Booster Club

There are also funds available through the HCA Booster Club. Check with the Athletic Director and Booster Club Board for requests and access to those funds.

Steps you must follow when making a purchase:

1. Decide, **with guidance of Athletic Director**, if the purchase is a *general purchase* (Equipment, Uniforms, Officials, Field rentals, etc.) or a *student activity purchase* (Camp expense, advertising expense, fundraising expense, gift expense, etc.).

2. Fill out a check requisition form (general purchases will require the blue form and student activity purchases require the green form). These forms can be found in the copy room/staff mail box area.
3. Once you have filled out the appropriate form, you must submit the form to the Athletic Director and get his signature of approval.
4. After your purchase amount is approved you have two options:
 1. You may purchase the item(s) with your personal account and wait for a reimbursement check. Any items purchased without the school credit card or check, ARE NOT TAX EXEMPT. You must pay the taxes and will be reimbursed for them if the item is for/from the student activities account. If the items purchased are from the general account, you will not be reimbursed the amount paid in taxes. You may request to use the school credit card (which can be checked out from the Finance Director.
5. When purchasing requested and approved item(s), turn in all receipts as SOON AS POSSIBLE to the office or to the Finance Director. **If reimbursement is needed, receipts must be turned in** within 30 days of purchase or your reimbursement may be forfeited. (Reimbursements are usually available within 2-3 business days.)

Fundraisers

Each sport at Heritage raises its own funds each year to expand their budget for uniforms, auxiliary equipment, personalized warm-up jerseys, food and decorations for any team nights, etc. Typically, the school will purchase new uniforms for one sport each year. If your team would like/need new uniforms or uniform pieces at any time other than the year allotted for you by the school, you must purchase them with the funds your team has raised.

Fundraising must have prior approval before deciding on which avenue you desire. It is up to you to schedule and organize these fundraisers. Fundraising request forms can be picked up in the front office. Please first discuss with the Athletic Director and then turn in to Mr. Cuckler for final approval.

Physicals and Athletic Fees

Physicals: All athletes are required to have an updated physical on file. Physicals are good within one year from student's date of exam. The students may go online to www.heritagechristian.info to retrieve and print out the physical form if they need one. All physicals must be emailed to the Athletic Secretary, or uploaded to

rSchool before the first official practice and/or open gym or the athlete will be ineligible to participate. This rule is very important and strictly enforced due to liability issues.

Parental Consent: Every athlete must have a parent/guardian consent to participate in any sport. They may sign the physical form OR the provided CHSAA form online www.heritagechristian.info or pick one up in the front office.

Fees: Athletic fees will be billed to families from the Finance Department after final rosters are received from the Athletic Secretary. If the athletes have questions about fees they may talk to the finance director. It is your responsibility as the coach to inform your athletes of this fee ASAP to allow them enough time to gather the money. Athletes with unpaid sports fees balances on their account may not participate until their account is up to date or a payment plan is in place with the Finance Department.

Emergency Contact/Medical information: The Athletic Secretary will provide a document containing emergency contact numbers, pertinent medical information, and allergy/medication lists for every player on team rosters before the first scheduled away game. Coaches, please keep this in a safe place and conceal it in a privacy protected manilla envelope in your team's assigned first aid bag.

First Aid Kits: Prior to the beginning of the season, head coaches will "check out" a first aid kit from the athletic secretary. Coaches will inventory kits and request any specific supply needs from the athletic secretary as soon as possible. Coaches will keep this kit for the entirety of the season and are responsible for bringing it to and from every practice and game. At the conclusion of the season, Head Coaches will check first aid kits back into the Athletic Secretary.

Heritage Christian Academy Athletic Fees

2024-2025



Middle School Athletics

	HCA Enrolled Students	Non-Enrolled Students
Cross Country	\$175	\$295
Volleyball	\$175	\$295
Boys Soccer	\$175	\$295
Girls Basketball	\$175	\$295
Boys Basketball	\$175	\$295
Track and Field	\$175	\$295
Sibling Discount*	\$130	

High School Athletics

	HCA Enrolled Students	Non-Enrolled Students
Cross Country	\$250	\$575
Volleyball	\$250	\$575
Boys Soccer	\$250	\$575
Girls Basketball	\$250	\$575
Boys Basketball	\$250	\$575
Track and Field	\$250	\$575
Sibling Discount*	\$205	

*Sibling discounts are offered only for HCA enrolled students. To be eligible, siblings do not need to be registered for the same sport, but they must compete during the same season. (Ex: Fall, Winter, or Spring)

Uniforms are provided by the school and will be checked out to players at the beginning of each season. Upon completion of the season, all uniforms must be washed and returned to the school no later than 2 weeks after the last sporting contest or be assessed a \$25 late fee. Lost or damaged uniforms will be billed to the player's account.



2024-2025 INJURY REPORTING FORM

IT IS ABSOLUTELY NECESSARY THAT THIS FORM BE COMPLETED BY THE ATHLETE'S COACH & RETURNED TO THE FINANCE DIRECTOR NO LATER 24 HOURS AFTER THE INJURY OCCURS.

Athlete: _____

Supervising Coach: _____

Date of injury: _____ Time of injury: _____ am/pm

Explain how injury occurred: _____

Type of injury/area of body affected: _____

Type of treatment administered and by whom:

Was the parent called: _____. Was professional medical treatment sought: _____.

Signature of person administering treatment:
_____.

Signature of supervising coach (if different than administer):
_____.

THIS FORM IS TO BE COMPLETED FOR THOSE INJURIES THAT ARE 'SERIOUS' AND YOU KNOW A MEDICAL PROFESSIONAL WILL BE SEEN TO TREAT/FOLLOW UP ON THE INJURY. (THIS FORM IS NOT NECESSARY FOR A SMALL SCRATCH TO THE ARM, A BLEEDING HANGNAIL, ETC.)

End of Season Banquet/ Awards

Banquet

At the end of each season the coaches are responsible for putting together an award banquet. Costs for the event come out of the team Activity Account and expenses must be pre-approved. You will need to reserve a room with HCA or find an off-campus site for the banquet. It is up to you to do any decorating, decide on food, and announce a date and time to your athletes and HCA Administration. Any awards you decide to give may be printed out at the front office, however, please allow the secretary to have a week's notice. Also inform the Athletic Secretary of any letters or pins you will need and she can order them in advance.

Senior Night : Each coach will honor the senior on each team on the last home game of the season.

Note: Certificates, letters, and pins are provided by the school. Expenses related to the senior night, banquet and special awards come out of the Student Activity Account and again, must be pre-approved.

Lettering Athletes

Lettering rules are as follows:

1. A student must compete in one-third of the total quarters, matches or innings in their sport.
2. First time letter earners will receive a letter and a sport pin.
3. Players that have already received a letter and sport pin will receive a bar for each sport they complete.



**LIFESTYLE STATEMENT /AGREEMENT FOR
HEAD COACHES/ASSISTANT COACHES AND VOLUNTEER COACHES
2024-2025**

Heritage Christian Academy (HCA) is a religious, non-profit Christian school representing Jesus Christ. As a Head Coach, Asst. Coach or Volunteer Coach at HCA, you are representing our school both on and off the court/field at all times. Therefore, it is important to exhibit Christ-Like behavior while at and away from HCA at all times. These include but are not limited to: being positive role-models during both games and practices; demonstrating respect to officials and coaches/players from other teams; respecting authority; maintaining integrity in all situations; treating all student-athletes and property of HCA as if they were your own, maintaining any public electronic access that is pleasing to Christ (Facebook, Twitter, etc.), notifying coaches/leadership of any problems with athletes/parents.

All Coaches will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct and moral behavior. Any Coach of HCA is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with student athletes, parents or staff.

The HCA Statement of Faith and Cooperation expects all staff, students, coaches and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Moral conduct includes, but is not limited to: sexual harassment, promiscuity, homosexual behavior or any other violation of the unique roles of male and female, (Rom. 1:21-27; I Cor. 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

HCA Coaches will maintain a lifestyle based on biblical standards of conduct as noted above. Failure to do so may result disciplinary action or, in some cases, termination.

Coach/Volunteer Signature
Date

Print Name

Administrator Approval

Athletic Director Approval

STATEMENT OF FAITH

1. God is self-existent, infinite, sovereign, the source of all truth and life. He is the Triune God: God the Father, God the Son, God the Holy Spirit. Genesis 1:1; Romans 1:7, 8:28; Hebrews 1:8; Acts 5:3, 4
2. God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity and divine nature. Creation is the general revelation of God. Genesis 1:1-23; Romans 1:20
3. The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-17; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23; 1 Corinthians 15:3, 4
4. The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God, He presents the righteousness of Christ and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give new life. The Holy Spirit indwells the believer enabling him to obey God in the process of conforming him to Christ. John 14:16-17, 16:7-11
5. The Bible is truth, the Living Word, the specific revelation of God to man. It is inerrant. The Bible is complete and is the final authority over man. Through the Scriptures man can have knowledge and wisdom about God, life and himself. John 17:17; 2 Timothy 3:16, 17; 2 Peter 1:3
6. God created man in His own image, after His likeness, for His glory. In his original state man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin, thus sin entered the world. This resulted in man's separation from God, eternal death being passed on to subsequent generations and an imposed curse upon the rest of creation. Because of his sin nature, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, 3:1-6; Romans 1:24-28, 5:12, 8:22, 23
7. Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not works or service. Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8, 9; Titus 3:5
8. The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruit of the Spirit, righteous living and good works. Maturing in Christ is a process evidenced by continual growth. Romans 8:29; 2 Corinthians 3:18; Galatians 5:22, 23; Ephesians 2:10
9. Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer God's power and grace are made available to the believer. Philippians 4: 6, 7; Matthew 6:9 – 15
10. Christ has established the church and is its Head. Individuals are to be related to a local church for Christian worship, instruction, fellowship and service. Ephesians 5:23; Hebrews 10:24, 25

I have read the doctrinal statement and supporting Scriptural references and affirm the convictions therein.

Print Name

Signature

Date

Coach Acknowledgement Form

I have read and fully understand my coaching responsibilities as stated in the 2024-2025 HCA Coaches Handbook:

Print Name

Date

Signature