

# Cornerstone Christian Academy



## Coaches Handbook

Cornerstone Christian Academy  
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## Philosophy of Christian Coaching

The Cornerstone Christian Academy (CCA) sports program desires to engage the student athletes in a balanced environment of high-level competition and a positive athletic experience that is marked with discipline, camaraderie, tradition, and respect. Winning is important at CCA, but it is not first on the list determining success. Developing a student-athlete with integrity who loves God is the primary focus. Therefore, Cornerstone Christian Academy's philosophy of coaching is grounded in three main principles of Christian athletics.

First, **the Christian coach views athletics as a ministry.** The Christian coach is sensitive to the leading of the Holy Spirit and prays for their athletes to develop a deeper desire for the things of Christ. The Christian coach also understands the great opportunity for active ministry as opponents, fans and community are watching to see the differences of a Christian athlete vs. a non-Christian. Christian coaches are to be used for God's work in the lives of the athletes of whom they have been entrusted. They are ambassadors for Christ in our athletic community.

Second, **the Christian coach views athletics as an arena for teaching the principles of God's Word.** Athletes are confronted with many types of situations that run parallel to life situations. These situations become perfect opportunities for teaching biblical principles. It is the job of the Christian coach to biblically direct athletes to build Christ-like character qualities and to encourage the athletes to express these qualities openly through the medium of athletics. The Christian coach is to primarily build eternal values in our athletes and, therefore, need to stress attitudes and actions in relation to God's Word.

Finally, **the Christian coach understands the importance of athletics from a Christian perspective.** Coaches spend many hours thinking of ways to help their team win games, but the Christian coach anticipates winning a lot more than just games. The Christian coach understands that true victory only comes when the athletes please the Lord with their effort, attitudes and actions. *Now they do it to obtain a corruptible crown, but we an incorruptible.* (1 Corinthians 9:25) The Christian coach wants their athletes to desire to please the Lord rather than people. *Whatsoever you do, do it with your whole heart as working for the Lord, not for men.* (Colossians 3:23) ***The Christian coach wants their athletes to catch the vision that our Lord attends every athletic event and is their primary audience.***

## Opportunities for Developing Spiritual Victories

- Conduct team devotions before each game that are aimed toward instructing athletes in their Christian service to God.
- Conduct team prayer before each game.
- Encourage athletes to prepare and lead the team in devotions and prayer.
- Provide opportunities for athletes to share their personal testimonies as to what God is doing in their lives through athletics. Opportunities can include Chapel, staff devotions, before games, with other Christian schools, or at churches.
- Instruct athletes in the behavior God expects of them during team meetings and practices.
- Model personal behavior that is consistent with your teaching.
- Conduct team prayer after each game win or lose. Invite the other team to join in.
- Openly admit mistakes or errors, and when a wrong has been done, seek forgiveness.
- Discipline athletes whose actions are detrimental to the spiritual objectives of the school.
- Show care for equipment and facilities. Teach athletes to respect the things God has given us by taking care of equipment, uniforms and facilities especially when visiting another school.

## Participation Requirements for the Athlete

- The following forms must be on file in the Athletic Director's office before the first practice:
  1. **ATHLETIC PACKET** (Including their Physical, Concussion Acknowledgement, and Sudden Cardiac Arrest forms)
  2. **PARTICIPATION FEE** (For eligible homeschool students)

**It is highly recommended that all athletes have a physical prior to the beginning of the school year.**

- Each coach meets with the families and athletes of their particular sport to discuss the philosophy and standards set forth in the *Athletic Handbook*. By paying the athletic fee and signing that they have read and acknowledge the Athletic Handbook, both athlete and parent are agreeing to abide by the rules and guidelines set forth by the Athletic Handbook.
- Each coach may discuss with athletes rules and procedures concerning their own particular sport. **Coaches must give a copy of the rules and procedures to the Athletic Director for approval before they are discussed with athletes or their parents.**

- The student athletic fee must be paid by the start of the school year either in full or via automatic payment.

## Disciplinary Procedures

Please inform the Athletic Director of all **attitudes and behavioral issues**.

Unacceptable attitudes and behaviors of the athletes should be dealt with immediately.

When substance misuse or abuse occurs, it is dealt with in accordance with the substance abuse policy in the Athletic Handbook. **If a coach becomes aware that any athlete is in violation of the Athletic Handbook or the Student Handbook, they must notify the Athletic Director immediately.**

After consultation with the Athletic Director, the player's coach meets with the athlete and explains the discipline that has been decided upon. CCA's intentions are always to partner with parents and discipline in athletics is no different. Parents are always to be informed in person or by phone of any persistent or serious problem concerning their athlete. If necessary, a meeting with parents and athletes will be conducted to resolve any issues. Each case is handled individually, yet consistently.

## Hazing

- **DEFINITION** – any method of initiating or reinitiating into a student organization, or any pastime or amusement engaged in with respect to such an organization, which causes or is likely to cause, bodily danger, bodily harm, or personal degradation or disgrace resulting in physical or mental harm. **See Texas Education Code 37.152 Personal Hazing Offense for further information.**
- **CCA has a zero tolerance for hazing.** Hazing will not be ignored and/or overlooked because of "tradition". Hazing exists because parents, teachers, coaches and students allow it to exist. Types of hazing are subtle hazing, harassment hazing and violent hazing. Examples are; harassment, abuse, or humiliation and requirements to perform meaningless tasks.
- No student or other person in attendance at CCA shall conspire to participate in any form of hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to a fellow student or person attending the institution.
- Hazing is illegal in the state of Texas and the ramifications are serious. According to school policy, disciplinary action, suspension or expulsion will result for hazing to any student(s) involved.

## Athletic Eligibility

All rules of Cornerstone Christian Academy are in addition to and not in place of any rules in this handbook. All school rules pertain to CCA athletes.

## Academics

- Athletes must meet TCAF and CSAF academic requirements in order to participate in athletics.
- A student shall be permitted to participate in a TCAF contest if the student is in good and regular standing and is passing all courses. (a minimum score of 70)

### **Academic Eligibility Periods**

- The first eligibility period will begin six weeks after school begins. Grades should be checked every six weeks thereafter.
- Any student failing the grading period will be ineligible for a period of three weeks.
- Ineligibility shall begin no later than the Wednesday following the end of a grading period and checked again 3 weeks from the day of ineligibility.
- If the student is not passing all classes, the player will remain ineligible for another three weeks.
- If said student is passing all classes, they will once again be eligible for play.
- Any student or coach violating this rule will be subject to sanctions, forfeitures, or expulsion.

### **Travel to Away Contests**

- A coach or approved designee must always be present on the team bus or van to and from athletic contests.
- A coach must be the last one to leave the athletic facility in use to ensure it has been properly cleaned. Respect your opponents' facilities and take special care of them. Always leave the facility nicer than you find it.
- When team transportation is used, all players are to ride together to and from games. However, the coach may release an athlete to his parents once they have provided the coach with written permission.
- Athletes may not ride with another athlete or other families.

Coaches must have emergency medical cards in the med kits in case an athlete needs medical attention at all times when team functions occur.

### **Management of Athletic Injuries**

All injuries should be reported immediately and will be treated. All injuries shall be reported using the **Injury Report Form** contained in the athletic medical kit. Please fill this out and return it to the athletic director. The coach will call the parent to let them know of the injury. Parent contact information is on the medical cards and is also available in the *Staff RenWeb app*.

If a concussion is suspected due to a blow to the head, please refer to the concussion checklist in the medical kit. Take note of all symptoms. Please call the parent immediately and notify the athletic director.

- When blood or other body fluids are involved, **always** take precautions:
  1. Use gloves
  2. Wash hands immediately
  3. Disinfect the bloodied portion of the uniform or change the uniform
  4. Clean all contaminated surfaces and equipment before resuming competition.

## The Coach's Responsibilities

### Training

It is expected that all coaches will obtain training in first-aid, CPR and concussions. Concussion training can be obtained on the NFHSlearn.com website as a free training course. Please provide the athletic director with certificates of training to keep on file.

It is also expected that coaches will have a general knowledge of the sport they are coaching pertaining to rules, skills and conditioning techniques. Each coach should be familiar with and have in their possession a NFHS rulebook pertaining to their sport during competitions.

The following NFHS courses must be completed online annually and the certification must be submitted to the Athletic Director prior to your season start date.

- **Concussion in Sports - Free**
  - <https://www.nfhslearn.com/courses/61151/concussion-in-sports>
- **Heat Illness Prevention - Free**
  - <https://www.nfhslearn.com/courses/61140/heat-illness-prevention>
- **Sudden Cardiac Arrest - Free**
  - <https://www.nfhslearn.com/courses/61032/sudden-cardiac-arrest>
- **Sportsmanship Course - Free**
  - <https://www.nfhslearn.com/courses/61130/sportsmanship>
- **USA Football Heads Up Course - \$10**
  - <https://nfhslearn.com/courses/61168/blocking-and-defeating-blocks-shoulder-tackling-equipment-fitting>

### Preseason Responsibilities

- Review the list of rules and regulations that pertain to your specific sport for the athletes to follow.
- Meet with the athletes' parents to discuss sport specific rules, the *Athletic Handbook* and contract.
- Submit a detailed season schedule to the Athletic Office prior to the first official practice day. This schedule should include special events, parent meetings, and a summer camp proposal.

- Collect each athlete's **Athletic Packet & physical form** prior to the first day of practice. Physical form originals are kept in the athletic office, but each coach should have copies of such on hand in an organized binder provided by the athletic department.
- Help to secure support staff, such as statistician, scorekeeper, bookkeeper, timer, manager, etc.
- Discuss any team cuts with the Athletic Director **before** notifying involved athletes. It is recommended that a coach meet individually with each athlete that does not make the team.

## **In-Season Responsibilities**

- Exemplify a Christ-like character on and off the athletic field and maintain proper respect for and rapport with contest officials.
- Notify players and managers of times and places of practices and games.
- Be on time starting practice and ending practice.
- If a head coach is going to be absent from practice, they must make the Athletic Director aware as early as possible prior to practice.
- Provide a **complete practice schedule using the Google calendar format** and ensure that parents know how they will be notified of changes to that schedule.
- Record Varsity stats in MaxPreps (TCAF requirement)
- Report scores to the media on the day that the contest was held.
- Discipline athletes on the team, informing the Athletic Director as soon as possible to follow disciplinary procedures.
- Ensure proper conduct of players during all practices and games.
- Ensure equipment is properly worn and is not abused at any time.
- Discourage the athletes wearing athletic equipment and clothing at unauthorized places and times and take proper action when it happens.
- Keep the players' and coaches' dressing rooms clean and in an orderly.
- Be the last person to leave the locker room after games or practices and secure the building before leaving.

## **Post Season Responsibilities**

- Return all equipment and uniforms after they have been cleaned and accounted for. A postseason inventory list accompanies uniforms.
- Compile a list of award winners according to our awards policy in the *Athletic Handbook* (letter winners, certificates, special awards etc.)
- Attend and participate in a scheduled awards program.
- Turn in year end statistics to the athletic office prior to the awards program.
- Submit a sport specific needs list to the Athletic Director at the end of each season.

## **Inappropriate Behavior**

- If a coach receives a technical violation or is ejected from a contest, they will be required to meet with the Athletic Director and/or Head of School prior to resuming any or all coaching duties.

## Summer Camp Guidelines

Coaches are encouraged to provide summer skills training for their particular sport with the following procedures and guidelines:

- Schedule and coordinate the camp through the Athletic Office. **Dates for the next summer's camp are due to the Athletic Director by May 1<sup>st</sup>.**
- All athletic fees for camps, team gear or spirit packs are to be paid through the Athletic Office. Coaches, in general, are not to handle money, but instead work with the athletic office regarding money matters. The Athletic Director and the Head Coach of each specific sport will determine allocation of the fees.
- Conduct all camps from June 1st through July 31st, which adheres to the *TCAF* guidelines.
- Sunday is a day of rest year round. Please avoid scheduling any events that require Sunday practice or games.

## Scheduling and Reservation of Facilities

The Athletic Director confirms all schedules and games. Varsity coaches may help with potential opponents and dates for contests. Coaches can arrange all scrimmages and then notify the Athletic Director. Coaches **must** check TCAF rules concerning the number of scrimmages and games allowed. Please check with the athletic office if there are any questions.

Reservations of the facilities must be coordinated with the Athletic Department. The Athletic Director and Head Coaches jointly coordinate practice schedules. Having keys to the facility does not authorize any coach to utilize the facilities without proper authorization. This rule references both personal and professional usage. Coaches should NEVER allow students use of the facilities without proper supervision. Additionally, coaches should NEVER give unauthorized persons their keys to gain entry into CCA facilities unless authorized to do so by the Athletic Director or Administration. This includes giving students keys, which is not allowed.

## Fundraising Policy

All fundraising is accomplished through the direction of the Administration and must be approved prior to participation. Team equipment and other needs are supplied through the athletic department. Each Coach should plan for fundraising events to fund special needs and desires for the Athletic Program. Please communicate team needs to the Athletic Director.



## **Purchasing**

**ALL** purchases are to be pre-approved by the Athletic Director by completing a purchase order requisition form and turning it into the athletic office. Once the request is approved, the coach may proceed with the order. Completed orders are then turned into the athletic office for processing. **If a purchase is made without the approval of the Athletic Director, we will thank you for your donation!**

## **Wednesday and Sunday Play**

The majority of the churches our students attend, desire to have their local body meet midweek and Sundays. Our commitment is to honor this by encouraging our students to regularly attend and to be involved in their church. Therefore, teams sponsored by CCA should avoid practice or games on Wednesday evenings (after 530p) or Sundays. Exceptions to this policy can be end of season tournament games or tournament games that have been postponed. Also, to honor Wednesday evenings for local church attendance, all practices are ended by 5:30 PM. These guidelines should be in effect year round.

## **Contact Information**

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**Head of School:** Marci Martinez  
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**Asst. Head of School & Athletic Director:** Shane Smith  
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**Business & Facilities Director:** Neil Struikmans  
[nstruikmans@ccagranbury.com](mailto:nstruikmans@ccagranbury.com)

### **Organizations:**

**TCAF** – Texas Christian Athletics Fellowship  
[www.tcafellowship.com](http://www.tcafellowship.com)

**CSAF** – Christian Schools Athletic Fellowship  
[www.csafi.com](http://www.csafi.com)

# TCAF/CSAF Coaches/Volunteer Code of Ethics

The function of a coach is to educate students through participation in interscholastic competition. A TCAF/CSAF coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

Any coach/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact, and maturity. Coaches/ volunteers are expected to teach fair play, good sportsmanship, the rules of the game, and fundamental techniques of that sport.

## The Code of Ethics is as follows:

1. In all personal contact with student-athletes, officials, athletic directors, school administrators, league officers and the public, the coach/volunteer shall strive to set an example of the highest ethical and moral conduct.
2. Abuse of anyone by a coach or volunteer is forbidden. Abuse includes Physical abuse; Verbal abuse; Sexual abuse; and Mental abuse
3. Using, possessing, or being under the influence of alcohol or illegal drugs is forbidden.
4. Smoking or the use of tobacco products on the field/court is prohibited and the coach shall take an active role within his or her sphere of influence in the prevention of drug, alcohol and tobacco abuse.
5. Coaches/Volunteers shall NOT use profanity in the presence of children, parents, or game officials.
6. Coaches/Volunteers shall exert their influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
7. A coach shall respect the decisions of administrators and league officers and shall not exert pressure to give student-athletes special consideration either academically or disciplinarily.

## The Coach's responsibilities are as follows:

1. Never leave students/athletes unattended – especially after games/practices; make sure everyone gets picked up
2. Follow school and league rules on transportation and eligibility
3. No sports activities are to be scheduled on Sunday
4. Follow the chain of command using the principles of Matthew 18:15-17 in resolving conflict:

## TCAF Director - Principal - Athletic Director - Head Coach - Players / Parents

I have read and understand this Code of Ethics. I understand that it is my responsibility as a TCAF/CSAF Coach/Volunteer to adhere to this code, and I further understand that I may be reprimanded or suspended should I deviate from this code.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_