

Riverdale Baptist School

# Athletic Handbook

August 2018 | Version 2.0



*Riverdale*  
BAPTIST SCHOOL

“A great place to be!”

Proverbs 3:5-6

1133 Largo Road  
Upper Marlboro, MD 20774  
301-249-7000 | Fax 301-249-3425  
[www.rbschool.org](http://www.rbschool.org)

<b>COACHING AND PLAYING WITH A PURPOSE.....</b>	<b>4</b>	CARE AND USE .....	18
<b>PROGRAM DESCRIPTION.....</b>	<b>4</b>	PURCHASE .....	18
<b>ATHLETIC PERSONNEL.....</b>	<b>5</b>	UNIFORMS .....	18
CHAIN OF COMMAND.....	5	<b>FACILITIES.....</b>	<b>19</b>
RESPONSIBILITIES .....	5	SHOES .....	19
<b>ATHLETIC CONDUCT .....</b>	<b>7</b>	LOCKER ROOMS.....	19
GUIDELINES .....	7	ATHLETIC OFFICE .....	19
VIOLATION OF GUIDELINES .....	8	GYMNASIUM USAGE .....	19
ATHLETIC PARTICIPATION FEE .....	8	COACH/ATHLETE LOCATIONS AFTER 3:15PM .....	19
<b>ACADEMIC ELIGIBILITY .....</b>	<b>9</b>	FIELD AND GYMNASIUM SAFETY .....	20
INELIGIBILITY .....	9	ITEMS .....	20
INELIGIBILITY START DATE .....	10	<b>MANAGERS.....</b>	<b>20</b>
INELIGIBILITY NOTIFICATIONS TO COACHES AND STUDENTS .....	10	<b>SELECTION OF TEAMS/SQUADS .....</b>	<b>21</b>
<b>ENROLLMENT STANDARDS.....</b>	<b>10</b>	GENERAL GUIDELINES .....	21
STUDENT ENROLLMENT .....	10	CHEERLEADING .....	21
<b>HOME SCHOOLED STUDENTS AND OTHER PRIVATE SCHOOL STUDENTS .....</b>	<b>11</b>	TEAMS (ALL LEVELS):] .....	21
<b>ATTENDANCE POLICY .....</b>	<b>13</b>	QUITTING A TEAM/SQUAD .....	22
LATE ARRIVALS TO SCHOOL .....	13	<b>PRACTICES.....</b>	<b>22</b>
EXCUSED ABSENCES .....	14	<b>GAMES – OFFICIALS .....</b>	<b>23</b>
UNEXCUSED ABSENCES.....	14	<b>GAMES – PLAYING TIME POLICY .....</b>	<b>23</b>
<b>INJURIES .....</b>	<b>14</b>	MIDDLE SCHOOL LEVEL .....	23
<b>PHYSICALS/INSURANCE.....</b>	<b>15</b>	JUNIOR VARSITY LEVEL .....	24
<b>PARTICIPATION IN OUT OF SEASON PROGRAMS.....</b>	<b>15</b>	VARSITY LEVEL .....	24
<b>PARTICIPATION IN OUTSIDE (NON-RBS) SPORTS.....</b>	<b>16</b>	<b>GAMES – ADMISSION CHARGE.....</b>	<b>24</b>
<b>WORKING ATHLETES.....</b>	<b>17</b>	<b>GAMES – SCHEDULING.....</b>	<b>25</b>
<b>ADDITION/DELETION OF SPORTS.....</b>	<b>17</b>	GENERAL GUIDELINES.....	25
<b>EQUIPMENT .....</b>	<b>17</b>	POSTPONED CONTESTS .....	25
1. GENERAL GUIDELINES .....	17	<b>GAMES – TECHNICAL FOULS/CAUTIONS/EJECTIONS..</b>	<b>26</b>
		<b>AWAY GAMES/TRIPS .....</b>	<b>27</b>
		<b>PARENTAL INVOLVEMENT .....</b>	<b>28</b>

# ***COACHING AND PLAYING WITH A PURPOSE***

The goal of the Riverdale Baptist Coaching staff is to develop the athlete's skills to their highest possible level. To instill a desire to use their God-given abilities as a Christ-honoring example while they compete in interscholastic competition. To make their athletic experience challenging as well as one that is enjoyable and memorable. In doing so, they are always winners regardless of the score.

## ***PROGRAM DESCRIPTION***

### **I. Affiliation**

- Approved Non-Member School of the Maryland Public Secondary Schools Athletic Association.
- At the present time, RBS participates in the Maryland Independent Schools Athletic League for soccer, volleyball, middle school basketball, golf, softball, tennis and track
- The National Federation of High School Athletics operates all athletics under the rules and regulations governing that sport.
- All officials used in home games for RBS are currently certified under the National Federation of High School Athletics in that sport.

### **II. Programs Offered**

The Following sports programs may be organized and conducted on a high school level. Athletic programs that are not currently offered may be added to the program when there are adequate facilities, coaches, student interest, and funds.

#### **Boys**

- Baseball
- Basketball
- Football
- Golf
- Indoor/Outdoor /Cross Country Track
- Tennis
- Soccer

#### **Girls**

- Softball
- Basketball
- Volleyball
- Golf
- Indoor/Outdoor/Cross Country Track
- Tennis
- Soccer

- Cheerleading is offered as a skilled support team

# ***ATHLETIC PERSONNEL***

## **CHAIN OF COMMAND**

Head of School:		Delano Brown (Interim)
Principals:	High School:	Delano Brown
	Middle School:	Corine Merritt (Interim)
Athletic Director:		Terry Terrill
Coaches:		Program Head Head Coach Assistant Coaches

## **RESPONSIBILITIES**

**Head of School** – oversees the total school program at RBS, which includes athletics and extracurricular activities.

**Principal** – is responsible for the supervision of the RBS athletic program.

**Athletic Director** – The Athletic Director (AD) is accountable for the athletic staff, for operations, and for athlete compliance with school policies and accreditations. The AD works with the Head of School, Principal, and Business office. Administrates the athletic program and publicizes an open-door policy to everyone in the building, especially young athletes, who can benefit from an increased involvement with the student athletes. Attend occasional meetings with other departments, especially the guidance department, to provide and explain updated information, to answer questions about NCAA legislation, and to promote sports as activities that complement, not obscure, the learning experiences of young athletes. Administers the athletic budget and allocates funds to the coaches. The AD has overall responsibility for supervising gate admissions personnel and for securing collected funds. The AD also administers the overall athletic budget allocation and sets and disburses individual budgets to each head coach to manage.

**Assistant Athletic Director(s)** – The Assistant Athletic Director (AAD) assists the AD and reviews all ineligibility reports for athlete compliance. The ADD is responsible to assist the AD in the management of coaches' budgets. The ADD is responsible to work with the Athletic Administrative Assistant to ensure that the athletic department is in compliance with athlete physicals, fundraiser deposits, ineligibility, and that game practice/play requirements and facility requirements are in effect. The AAD schedules and coordinates the rental, usage, and payment

for the use of RBS sports facilities, working with the Business Office. The Assistant Athletic Director assist the Athletic Director in the administration and implementation of the athletic program. Schedules games/meets with other competitive local schools and works with coaches, counselors, and others in the building by being an available resource whenever sports-related information and discussion are appropriate for school personnel or parents.

**Athletic Administrative Assistant** – The Athletic Administrative Assistant assists the Athletic Director and Assistant Athletic Director with scheduling, meetings, uniform and supply purchases. This person is responsible for collecting, receipting, and depositing fundraiser and other monies for various sports. The position works with the coaches, Athletic Director, AAD, Principal, Business Office, and Head of School when needed. The Administrative Assistant coordinates all purchase orders, receives ineligibility and prepares a spread sheet of students who have violated their tuition assistance contracts. This position also works as a catalyst to the business office. The Athletic Administrative Assistant tracks the status of athlete physicals and medical forms, working with the coaches, ADD and AD.

**Varsity Coaches and Sponsors** – oversee the entire program of their particular sport including instruction and aiding the JV and Middle School level coaches in development of players, practice, systems of play, etc. Manage their budgets for income expenses and approved fundraising activities. Recommend tuition assistance for qualified student athletes. The coaches are responsible to assist the athletic department on follow up of team physicals, medical forms, athletic fees, and academic eligibility. The head coach is also responsible for managing his/her sports budget, including tuition assistance.

**Junior Varsity and Middle School Coaches and Sponsors** – support the varsity coach in the development and instruction of the program he/she has established for that sport in both games and practices.

**Assistant** – assist the head coach in the implementation of their program in practices, games, etc.; communicate with the head coach when they cannot make a practice or game.

# ***ATHLETIC CONDUCT***

## **GUIDELINES**

- Participants will not use, possess, or distribute drugs, alcohol, or controlled substances/paraphernalia at any time.
- Participants will not use tobacco products of any type at any time.
- Participants must be courteous and respectful to opponents, teammates, officials and spectators. Profanity will not be tolerated.
- Participants are to refrain from fighting and physical altercations during practices and games.
- Participants are to refrain from the destruction of theft of school or personal property.
- Participants are to be well groomed in team uniforms, outside dress attire, hair styles, and haircuts in accordance with RBS policy.
- Participants are not to engage in loud and/or inappropriate music during events, games, trips, etc.
- Participants are not to possess, record, or watch pornographic videos or have related materials or photos at RBS or on RBS school trips.
- Students are to be in compliance with the Riverdale Baptist School parent/student handbook guidelines.
- Tattoos are not part of the Riverdale Baptist dress code and will not be permitted on girls or boys. Newly enrolled students that already have tattoos are to be clearly identified to the administration and athletic department. They are not to add additional tattoos. This is in the RBS student handbook.
- Profane language is prohibited by players and coaches at Riverdale Baptist School during practices, games and when traveling.
- Earrings on boys are not permitted at practices, games or during school hours or travel.
- These rules also pertain to home schooled students.
- ***Immorality issues, in accordance with the Bible and the Parent/Student Handbook are grounds for expulsion; also, tobacco, alcohol, pornography, and illegal drugs are grounds for dismissal.***

## **VIOLATION OF GUIDELINES**

Athletes who violate any of the rules above or set by the head coach could forfeit their right to any awards at the end of the season and could be suspended or permanently removed from the team.

Any infraction of the rules listed above which would result in suspension or removal of an athlete from the team must be reported to the Athletic Director and Principal on the following school day. However, if the infraction is of a nature that will bring unfavorable publicity to RBS, immediate notification is required!

In addition to the rules set above, coaches may establish their own player conduct guidelines. But guidelines must be in accordance with RBS parent/student handbook guidelines.

The Head of School, Principal, and Athletic Director will decide ineligibility as a result of misconduct. In no event will the school and league rules be abrogated.

## **ATHLETIC PARTICIPATION FEE**

A \$100.00 participation fee per student athlete, per sport will be charged to every athlete who participates on a team at RBS any time during the season. This does not include tryouts.

### **Effective with the 2017-2018 school year:**

- New Home School athletes will be charged a \$2000 fee to participate in sports.
- Returning Home School athletes will be charged a \$1500 fee.
- New Other Private School athletes, who do not attend RBS, will be charged a \$1000 fee.
- Returning Other Private School athletes will be charged a \$500 fee.

Fees are non-refundable and are subject to increases in future years. Fees are to be paid to the Business office before students practice or play in games or participate in events.



# ACADEMIC ELIGIBILITY

At the end of each quarter and at the mid-quarter progress report period, all Riverdale Baptist School high and middle school students, home schooled students and other authorized private school students affiliated with RBS, must meet the following eligibility criteria in order to participate in extracurricular activities at Riverdale Baptist School. Ineligibility reports are prepared for **all** students and distributed to teachers, coaches, administration, staff, etc. Individual ineligibility notices are prepared for every affected student.

## INELIGIBILITY

- **Progress Reports**—Students who receive two F's during the progress report period or have a grade point average less than a 2.0 are declared ineligible. Students are then placed on the ineligibility list for four and a half (4 and ½) weeks. Ineligibility forms are given to each ineligible student, signed by the principal and Head of School. Ineligible students will not participate in extracurricular activities to include practices, games, performing/visual arts or other events, until the end of the quarter when the ineligibility period ends. Athletes can practice only after 7 days.
- **Report Cards**—Eligible students must have a minimum 2.0 GPA with no "F's" on any 9-week report card. Students who are ineligible will remain ineligible until the next progress report period to determine if their grades and GPA meet the progress report guidelines. Ineligible students do not participate in extracurricular activities to include practices, games, performing/visual arts and other events. Athletes can practice only after 7 days.
- For home-schooled and non-RBS private school students end of quarter report card grades and mid-quarter progress report grades are due to the Guidance Counselor/Athletic Department at the same time that RBS report card grades and progress reports and report card grades are due.
- Coaches are responsible to ensure that parents submit eligibility information to the athletic office. Home-schooled and non-RBS private schooled students are to meet the same grading criteria as RBS students to remain eligible. If grades are not submitted, the student will be declared ineligible and will sit out for four and a half (4 and ½) weeks. An ineligibility report for home-schooled and non-RBS private school students is prepared mid-quarter and at the end of the quarter by the Guidance Counselor/Athletic Department. Individual ineligibility forms will be prepared for each ineligible player, same as for RBS students.
- Middle School students are not permitted to play on 9-12 high school teams.

## INELIGIBILITY START DATE

Ineligibility begins the **Monday** after progress reports or report cards are mailed. Students will receive an ineligibility notification. **Students who have more than one F at the end of 4<sup>th</sup> quarter will fulfill their ineligibility requirements during the first 3 weeks of the new school year, making the penalty consistent for all four quarters. Summer school may be taken after the 4<sup>th</sup> quarter to improve grades and subsequently, clear ineligibilities.**

## INELIGIBILITY NOTIFICATIONS TO COACHES AND STUDENTS

The Ineligible list is sent to the teachers, staff, athletic director and head coaches. Student Ineligibility notices are signed by the students and the principal and sent home with the students.

# ***ENROLLMENT STANDARDS***

## STUDENT ENROLLMENT

Effective 2017-2018, RBS does not allow student athletes or other students to enroll and repeat grades they have successfully passed at another approved accredited public, private, charter, or homeschool. In cases of a failed English credit, the applying student athlete would be required to re-take and pass the failed English credit prior to receiving RBS enrollment. Courses can be taken from an approved accredited summer school, on-line, or evening school in order to be placed in the correct grade.

1. Students enrolled in grades 9-12 at RBS will have **four years of eligibility** to participate in extracurricular activities.
2. RBS does not accept **fifth year seniors** for enrollment.
3. The four years of 9-12 grade eligibility encompass time spent at other high schools for transfer or re-enrolled students. This includes years athletes played at other schools in grades 9-12.
4. Athletes can only participate in interscholastic sports for 4 years. Also, students with more than four years in high school are not eligible for valedictorian or salutatorian status.
5. Transfer students who wish to repeat a passed grade from another school, i.e. 9<sup>th</sup> grade, will not be accepted at RBS in the same grade.
6. Students in grades 9-12 who fail subjects during the school year should attend summer school in order to keep their credits on track for graduation.

7. Students who fail several subjects will be evaluated individually regarding further attendance at RBS.
8. Students involved in medical or family emergencies which contribute to academic failure may be allowed to repeat a grade with parental and RBS administrative approval.

## ***HOME SCHOOLED STUDENTS AND OTHER PRIVATE SCHOOL STUDENTS***

Riverdale Baptist School will extend playing privileges to a limited number of qualified students who are home schooled or attend other private Christian schools when the private Christian school does not offer a sports program with the particular sport desired to be played. Playing under the RBS name is considered a privilege that is extended to a select number of students each year outside of RBS. **The number of non-RBS students that are allowed to play, however, is not to exceed one-third of any team in order to provide more opportunities for RBS students.** This equitably gives RBS students sufficient opportunities to play every sport.

All home schooled students and private school students who have been approved to play sports at Riverdale Baptist School are to meet the following criteria to be eligible to play or practice in a sport:

- Playing a sport under the Riverdale Baptist School name is an honor and a privilege. Therefore, effective with the 2017-2018 school year, participation fees are increased. New home school athletes will be charged a \$2000 fee to participate in sports. Returning home school students will be charged a \$1500 fee. New students from other Christian/Private schools will pay a \$1000 fee and returning other private school students will pay a \$500 fee. Fees are paid to the Business Office prior to practicing or playing on any assigned sports' team. Checks are made payable to RBS and are non-refundable.
- All students are to personally meet the principal, athletic director and Head of School at the beginning of the semester. Coaches are to arrange the meetings.
- All students and parents are to read the current Athletic Manual. Parents and students are then to sign a form prepared by the athletic department, attesting that they have read and understand the policies of the school. The same applies to RBS students.
- Students are to have current physicals on file with the Athletic Department prior to any practice or game. This information will be given to the athletic

office to maintain records.

- Current physicals/insurance waivers are to be given to the athletic department prior to any practice or game.
- Copies of student grades from 9<sup>th</sup> grade forward must be kept at RBS for each student. This includes report cards, transcripts and home school records authenticating the home school schedule, grades and name of the home or private school with the administrator(s) signature on all documents. These records will be maintained by the RBS Guidance Counselor and must be present prior to any athlete playing or practicing with an RBS team.
- The athletic department is responsible to ensure that the records, medical and academic are received from the parents and students and given to the Guidance Department.
- End of quarter report card grades and mid-quarter and practices progress report grades are due to the Guidance Counselor at the same time that RBS grades are due and progress report grades are due. Coaches are responsible to ensure that parents submit this information to the guidance counselor. If grades are not submitted, the student will be declared ineligible and sit out, until in compliance.
- An ineligibility report is prepared mid quarter and at the end of the quarter by the Athletic department and sent to the Guidance Counselor. Individual ineligibility forms will be prepared for each ineligible player, same as for RBS students.
- Students who receive an F on their report cards or at the end of the quarter will be ineligible to play in a game until they have regained eligibility at the next progress report period, same as for RBS students. Ineligible students may resume practicing only after 7 days. See RBS guidelines.
- Students who receive two F's at progress report time will be ineligible to play in a game until eligibility can be regained at the end of the quarter. They may resume practicing only after 7 days. See RBS guidelines.
- Students who have less than a 2.0 grade point average at the end of a quarter will be ineligible to play until eligibility is regained at the next progress report period. Athletes may resume practicing only after 7 days. See RBS guidelines.
- Students can play sports for only 4 seasons upon entering high school.
- The same guidelines for dress code for RBS students will be enforced for home schooled and other private schooled students. This includes no males wearing earrings at practices or games. Also students are not to have electronic devices during games or practices unless administrative approval is given for long trips.

- Profane language is not allowed in RBS sports by any student affiliated with RBS sports. Pornographic videos, pictures, recordings, similar materials, and inappropriate music are strictly prohibited.
- Students are expected to exemplify Christian respect toward all team members at all times. Racial or derogatory gender remarks may result in immediate dismissal of a home schooled or other private schooled student from a team. This also applies to RBS students.
- Students are to arrive to games on time and leave when the game or practice is dismissed.
- All monies collected for equipment, travel, clothing, etc. are to be given to the athletic department, who will submit deposit tickets to the Business Office.
- Checks are always made payable to Riverdale Baptist School. Credit cards may be used through the business office. **Cash must be receipted by the business office or the athletic department.**
- Good sportsmanship and good conduct are to be displayed at all times by every student athlete.

## ***ATTENDANCE POLICY***

### **LATE ARRIVALS TO SCHOOL**

Each class missed or partially missed will be counted as either an excused or unexcused absence. Student-athletes arriving after **10:30 AM** will be counted as legally absent for the morning. If a note from the parent for a late arrival is in the office it will be accepted if the reason is excusable in accordance with the handbook policy.

The student is responsible for obtaining any homework or class work missed in a tardy situation and arranging with the teacher a time to take a missed test, quiz, etc. on the same day. The teacher guides this process and establishes the time to make-up the work, test, quiz, etc.

If athletes are considered legally absent, they are not to participate in any game or practice that day. If athletes are too sick to come to school, they are considered too sick to practice or play. However, a doctor or dentist appointment or college visit is excusable on the day of a game, as is any absence that was prearranged with the high school or middle school principal. If a game is scheduled on a non-school day, the student must have attended school the day before the game or have a legal reason for absence.

Athletes returning late from a game will not be excused for any tardiness or from assignments or tests given the day unless it is done with the Athletic Director and Principal's approval. Each athlete is responsible for work missed due to athletic absences. This is usually handled with athletic forms issued from the high school secretary. It is the responsibility of each athlete to get the assignment sheet completed and the permission form returned to the office by the required time. Failure to do so could result in the forfeiture of traveling with the team on the particular trip.

It is the responsibility of each athlete to hand in regular homework **BEFORE** the athletic trip or make arrangements with the teacher when the assignment is to be turned in.

A player suspended from athletic participation or ineligible in any sport for any reason may not travel with the team. He or she shall not sit on the team bench nor perform any other function in connection with the team. Ineligible students can practice after 7 days.

## **EXCUSED ABSENCES**

School-sponsored activities: Student-athletes will be given an excused absence when they are out of class because of a school activity. They should make up missed schoolwork by following the general guidelines for make-up work.

## **UNEXCUSED ABSENCES**

Any work missed during an unexcused absence should be made up; however, no credit will be given for that work.

## ***INJURIES***

All athletes, if possible, shall be referred to their family physician when injured.

Instruct players as to the inherent risks taken in the sport and safety techniques to employ to avoid serious injury.

The head coach will report all accidents or injuries. The appropriate accident forms shall be filled out on any injury sustained during the game or practice by the coach involved and submitted to the Athletic Director and nurse.

Never allow an athlete to return to participation after an injury until adequate rehabilitation time and recovery have occurred. A physician's release shall be required for an athlete to return who has been under a doctor's care for an injury.

Potential spine and neck injuries: if there is any reason to believe a player may have injured his/her spine or neck, no attempt to move him/her will be made until EMS assistance is available. Please refrain from moving the player from the field even if this means maintaining time out. Stay with the player and monitor symptoms while giving encouragement.

The Athletic Director and coaches shall make every possible effort to see that either a doctor or Emergency Medical Technician or rescue squad team is present at all sports.

## ***PHYSICALS/INSURANCE***

A student may not practice or participate in any athletic activity until he/she has been certified physically able to participate in that activity by a physician and the certificate is on file with the Athletic Office. This certificate must be updated over the summer.

The physicals must be completed **BEFORE** the first practice.

Any athlete who has been restricted by a doctor from participation because of an illness or injury any time before or during the season **MUST** secure a doctor's release to be eligible to participate again on a team/squad at RBS.

All athletes must have medical protection insurance while participating in the school's athletic program. Regular school insurance does not provide protection for any sport. It is required that the cost of insurance be borne by the student's parent/guardian. Proof of insurance, or a signed waiver **MUST** be on file with the Athletic Department before a student will be allowed to participate in a sport.

## ***PARTICIPATION IN OUT OF SEASON PROGRAMS***

Athletes should be encouraged to participate in more than one sport. Coaches are not to encourage athletes to get involved in off-season programs instead of in-season school sponsored programs. In planning and approving summer programs, the Athletic Department staff should take into consideration that many students participate in more than one sport during the year and cannot be expected to be committed to all sports during the summer months.

All such programs cannot be mandatory. However, once an athlete joins a program, an attendance policy should be enforced. A roster of participants must be on file with the Athletic Department. The Athletic Director and Principal must

approve all such programs in advance. Any rules that pertain to these programs should be given to participants in writing and a copy should be on file with the Athletic Director.

Participants in such programs must be eligible under the school's academic eligibility requirements and must have a current physical, parent/guardian permission, and insurance forms on file in the athletic office.

Coaches are not to hold open gyms or camps and clinics that are not sponsored or approved by the Athletic Director, Principal, and the Head of School. These events will not occur on Sunday, the Riverdale Baptist Church acknowledged Sabbath Day.

## ***PARTICIPATION IN OUTSIDE (NON-RBS) SPORTS***

**For outside (Non-RBS) sports, the following are prohibited: use of the Riverdale Baptist School name or versions thereof; use of RBS buses or other vehicles; use of RBS sports equipment or uniforms; no RBS funding or fundraising in any way for use or promotion of outside sports by athletes, parents, guardians, coaches, or employees. Only officially sanctioned RBS sports teams are supported by RBS. RBS students are not to be excused from academic classes during the academic hours 8:00 am to 3:00 pm to participate in outside (non-RBS) sports.**

Students, while participating on an RBS school team, are permitted to participate in the same sport outside of school during sports season. Such participation must meet the following criteria:

1. The outside participation may not conflict with the sports schedule of the school, including tournament and championship play. Sports schedule includes games and practices.
2. A student who elects to participate on an outside team and does not participate on the school team during the designated sport's season, is ineligible to represent his/her school in all meets and games that determine a league, tournament, regional, state or national championship.



## ***WORKING ATHLETES***

As a result of the demanding schedules of our athletic teams and the responsibility of each student athlete to maintain high academic integrity, athletes are not encouraged to get outside jobs during the season. Athletes will not be excused from practice due to outside work responsibilities.

## ***ADDITION/DELETION OF SPORTS***

Before any school sponsored sport can be added to or deleted from the athletic program, an application for an addition or a letter requesting a deletion must be submitted to the Athletic Director.

An informal discussion should always be held with the Athletic Director who will discuss it with the Administrator and Principal in advance of any formal consideration to add or delete sports or related activities.

Any application for a new sport must outline the purpose, goals, practice and/or meeting schedule, necessity, student interest, estimate of annual costs, if any, and how funds will be provided for expenditures. Proposed or desired fundraisers must be included and the intended purpose for the money raised. The Principal will forward the application to the Administrator who will decide whether the request will be granted.

Any written request for the deletion of a sport, or related club, organization or activity must outline the reasons why the deletion is desired and include pertinent background facts and information that support the reasoning. The Principal will forward the written request to the school Administrator, who will decide whether to grant the request.

## ***EQUIPMENT***

### **1. GENERAL GUIDELINES**

- Equipment shall afford maximum protection and quality.
- An attempt should be made to standardize equipment.
- Make sure equipment is not obsolete or will soon become obsolete or illegal.
- No school equipment or facility is to be used without expressed consent of a coach or the Athletic director.

## CARE AND USE

Equipment responsibilities are as indicated below:

- Issuing/Recording – Athletic Director/Coach
- Use – Coach
- Care – Coach and players
- Storing – Athletic Director/Coach
- Inventory – Athletic Director/Coach

Each Head Coach must prepare a complete list (denoting condition) of all equipment and uniforms for which he/she is responsible and submit a copy to the Athletic Director before each season and two weeks after each season before paychecks are released.

A copy of all equipment and uniforms is to be maintained by the Athletic Director.

Any athlete involved in the damaging of any athletic equipment or uniforms will pay for the repairs and may receive a one-game suspension.

## PURCHASE

Each team shall be allowed to purchase necessary equipment, within budget limits and with proper authorization. Equipment purchased by each team must be authorized by: Athletic Director, Principal and Administrator, prior to ordering.

*Purchases are to be made using the established business office procedures.*

## UNIFORMS

Care of athletic uniforms is the responsibility of each individual athlete. Coaches should keep an eye out for any particular problems with the uniforms during the season. Uniforms should be collected within one week of the conclusion of the season, inventoried, and stored in the assigned area. Careful attention should be given to the modesty of all uniforms and clothing worn during RBS athletic events. All coaches are responsible to see that their uniforms and equipment meet the requirements set by the National Federation for that particular sport. Any damage to or loss of uniforms will be the responsibility of the athlete to whom it was assigned.

# ***FACILITIES***

## **SHOES**

There are to be no street shoes worn on the basketball courts. Students are to walk around the edge of the court and not across the middle if wearing street shoes. Students are not to hang or grab the rims or the basket braces for any reason.

## **LOCKER ROOMS**

All coaches are in charge and responsible for the locker rooms. Coaches are responsible for their respective team's/squad's conduct in the locker room. There shall be no horseplay in the locker rooms at any time. No glass containers of any kind should be brought into the locker rooms. Locker rooms are to be left neat and in order following each practice session. A coach should be the last to leave the locker room so that he/she will personally know the condition it was left in. The locker rooms are to remain locked after student usage for safety reasons. Inappropriate conduct such as bullying, fighting, theft, immorality can result in dismissal.

## **ATHLETIC OFFICE**

Students are not permitted into the coaches' offices, Athletic Director's office or athletic storage areas (inside or outside) unless approved by a coach or the Athletic Director. This occurrence should be limited. Athletic Aides as assigned by Guidance are an exception.

## **GYMNASIUM USAGE**

No student is allowed to play in the gymnasium or on the athletic fields during school or after school hours unless a coach or the Athletic Director has given approval and is present.

## **COACH/ATHLETE LOCATIONS AFTER 3:15PM**

All student-athletes remaining on school property after 3:15 PM must report to practice, supervised study hall, school-sponsored activity, or in aftercare. All students in the building must be under school-approved supervision at all times. No student should be allowed to remain in any building alone. It is the responsibility of each coach to be sure all students on their team have left and

that the building is secure before leaving themselves. This includes returning after away games. Coaches are to be present with athletes at 3:15 practices or make arrangements for athlete supervision with Aftercare. Coaches are responsible to remain with the team until all team members are picked up or leave the campus.

## **FIELD AND GYMNASIUM SAFETY**

Inspect safety conditions of the playing fields and gymnasium before all practices and games. Hanging on or from the soccer goals will not be permitted. Students should not be allowed to climb on the volleyball poles or hang on the volleyball nets. The last coach out of a facility should secure the building and turn off the lights and make sure the chain is locked.

Any damage to facilities or equipment that occurs before, during or after practices or games should be reported immediately to the Athletic Director by the coach in charge of the facilities at that time. Note the time, place, and circumstances surrounding the damage.

## **ITEMS**

All personal items are the responsibility of the individual athlete. Valuables should be kept locked in the lockers. The school will not be held responsible for valuables left in the locker room.

## **MANAGERS**

1. Coaches may recommend managers to the Athletic Director, who will make the final determination.
2. Coaches will determine the number of managers required.
3. Managers must meet the same scholastic eligibility requirements as those of athletes.
4. Managers must meet RBS parent/student handbook standards regarding conduct and attire.
5. Middle school students may only serve as managers on the middle school teams. Freshman through seniors may serve as managers on any team.
6. Managers provide assistance to the Head Coach as requested. Such assistance includes, but is not limited to:

- Issues uniforms to players
- Ensures all uniforms are accounted for
- Serves as statistician during games
- Ensures that equipment is available for all games
- Loads and unloads equipment
- Ensures that locker rooms are neat after games
- Calls in scores to the media
- Collects water bottles/balls etc.

## ***SELECTION OF TEAMS/SQUADS***

### **GENERAL GUIDELINES**

Cutting any young person can be critical to that person's self-esteem. Before an athlete is cut, the decision is thoroughly discussed by the coaches involved. They will strive to make the best choices they can with the wisdom God has granted them.

Selection of teams/squads is not taken lightly and is one of the toughest jobs any coach/sponsor has to do. Please follow the guidelines set up for handling relations in athletics when approaching a coach/sponsor about the selection of one student over another. Please understand that coaches also want the best for every young person.

### **CHEERLEADING**

Selection of Varsity and Middle School cheerleaders should take place in the spring. A panel of judges who are selected by the head cheerleading sponsor makes selections. Young ladies are selected based on cheering ability, appearance, enthusiasm, and ability to work with a team after two or three days of clinic and a tryout session with the judges. The selection of captain and co-captain will be determined by the coach/sponsor. Guidelines established by the coaches must be in agreement with the established RBS Athletic Handbook policy and the current Parent/Student Handbook.

### **TEAMS (ALL LEVELS):]**

The coaching staff for each sport selects teams at the beginning of each season.

After a set tryout period, a selection of players is made, and the team is formed. The coach of each team will inform the players who have made the team.

The head coach will determine the selection of captains and co-captains.

## **QUITTING A TEAM/SQUAD**

No athlete will be allowed to quit any team/squad once he/she has been selected without a parental conference with the coach/sponsor.

A player will be allowed to drop from a team if serious injury dictates or if it is in the best interest of his/her academic success.

No athlete who quits a team will be allowed to rejoin. The athlete will also forfeit all awards and/or letters for that sport.

Coaches should encourage and teach the athletes that success is in no way synonymous with playing time, but success is contributing to the team or squad's benefit with the abilities God has given them.

A student-athlete being shifted from a junior varsity team to a varsity team and vice versa, may not in a week or season play in a number of games to exceed the maximum allowed for a varsity team in a sport in a week or in a season; nor may he/she play in more than one game on one day; e.g., he/she may not play in a varsity and junior varsity game on the same day. The Athletic Director may make exceptions in situations after notifying the Principal of the situation and receiving approval.

When a student-athlete becomes a member of any sport/squad, he or she is to remain with the squad until cut or released, otherwise he/she becomes ineligible for any sport during that sport season. Squad membership constitutes one calendar week of participation. Any student who has been allowed to participate in any practice or scrimmage for a period of one week is considered a team member unless released by the coach prior to the start of the regular season's games.

## ***PRACTICES***

No practices shall be held outdoors when there is the presence of lightning. Immediate area is defined as within eyesight of the practice area. Athletes and spectators should be moved to cover and not allowed to return to the playing area until safety is assured. There will be no practice held in weather conditions not suitable for the physical well being of the athlete or spectators.

Coaches are to be prompt in their practice sessions. This includes being on time to practice and ending practices on time. Coaches are not to have a practice or a game without adult supervision.

**Practices and/or games held on Wednesdays must be played at home and should be finished by 6:00 p.m.** so as not to interfere with church dinner and prayer meetings.

Teams may not practice when school is closed because of inclement weather unless safety is not a factor. The Athletic Director, Principal, and Administrator will make the final decision.

Each practice should begin with a purposeful and specified warm-up period. Proper conditioning should take place in pre-season training to insure safety when games/practices begin.

Practices are mandatory for an athlete to participate in the RBS athletic program.

A player should not be tardy or absent from a practice. In the case of illness, injury or medical emergencies or deaths in the family, coaches will make necessary exceptions and impute appropriate penalties. Communication with his/her coach or sponsor should be made prior to practice. The individual coach will handle unexcused absences from a practice.

## ***GAMES – OFFICIALS***

Officials shall be used on all athletic contests except tennis, track and golf. It is recommended that the same officials shall not work varsity and junior varsity games during the same evening.

In any contest in which a varsity team is participating in a regular season game, the officials should not be a coach or assistant coach of one of the scheduled teams. Exceptions may be made when no other official can be obtained.

Officials for contest involving regularly scheduled games should not be members of the faculty of either participating school.

## ***GAMES – PLAYING TIME POLICY***

### **MIDDLE SCHOOL LEVEL**

Choose a starting team for each game. Base this on ability, performance in practices and performance in games.

We want all members of the team to participate, but in close games, all may not play.

## **JUNIOR VARSITY LEVEL**

Choose a starting team for each game, and play the best players. This should be done on the basis of ability, performance in practices and performances in games.

Substitute players as much as possible.

We desire to be competitive at this level as it is the preparation for varsity.

## **VARSITY LEVEL**

Choose a starting team for each game. Base this on ability, performance in practices, performance in games and cohesiveness of the starting team.

Substitute when a player is injured, tired, is not performing well, or when the outcome of the game is no longer in question. Never let a game get to the point where the other team is being “defeated” emotionally by a run-away game in our favor; i.e., full court press, fast breaks, three point attempts with two minutes to go in a game that is well in hand may lead to hard feelings. Apply the Golden Rule, “Do unto others as you would have them do to you.”

In all cases of substitutions, be careful to communicate to the player why they have been pulled and what he/she can do to return to play (if applicable). Substituting should never be done as a means of punishment without explanation.

## ***GAMES – ADMISSION CHARGE***

Admission for football and basketball games will be charged for adults and for all students. RBS students with a school issued ID will be free of charge. Pre-school children if accompanied by a parent or guardian will be free of charge. Where possible, season ticket plans will be made available. The Administrator or Principal in advance of any sales, must approve season ticket prices and policies. The sponsoring league or sponsoring team when no league is involved controls tournament admissions charged.



# **GAMES – SCHEDULING**

## **GENERAL GUIDELINES**

RBS and the athletic league of which RBS is a member establish scheduling guidelines. Scheduling shall be coordinated between the Athletic Director and coaches. All completed schedules will be sent to the Principal and Administrator's office prior to the first contest in each sports season for approval.

At the beginning of each season, game schedules will be produced and distributed from the athletic office. These schedules are approved by the A.D. and principal and then distributed by the athletic office. Changes may occur during the season, which will affect the schedule, but these will be kept to a minimum. The administration must be consulted to determine if the new schedules conflict with other school activities or academics.

Any game or athletic contest played on school days will begin at approximately 4:00 PM. The Athletic Director will determine the exact time and is permitted to schedule at least 3 games in the afternoon (1:15 PM) for the benefit of the student body. These are called game-bell days and require principal approval since they require an activity schedule for classes.

Athletic games and practices ideally are not to be scheduled on Wednesdays due to church activities. If games are played on Wednesday, they must conclude by 6:00 pm. Scheduled championships that include Wednesdays require prior approval from the Head of School and Principal.

---

*Coaches are to end all athletic practices by 6:30pm Monday through Thursday, and 6:00 pm on Wednesdays.*

---

## **POSTPONED CONTESTS**

If possible, a decision to postpone contests should be made no later than 2 hours prior to the scheduled start time. The Athletic Director of the host school will make time determination.

Inclement weather that causes closing of schools involved in an athletic contest will automatically cancel all athletic contests scheduled. On rare occasions, if both schools agree to play without placing students at risk, the contest may still be played.

Official games or tournaments require Athletic Director and Principal approval on the written contract.

**No practices, games, clinics, etc. are to be held or played on Sunday in keeping with the Riverdale Baptist Church acknowledged Sabbath Day. Any tournaments that may require playing on Sunday must be approved by the Principal and the Head of School prior to scheduling.**

## ***GAMES – TECHNICAL FOULS/CAUTIONS/EJECTIONS***

Any athlete receiving a conduct technical foul in basketball, a caution (yellow card) in soccer and volleyball, an unsportsmanlike conduct penalty in football, or a verbal caution in baseball or softball must immediately be removed from that game/match and will remain out of that game/match for a set time deemed necessary by the head coach. Any basketball, volleyball, softball or baseball player receiving a caution or technical in two consecutive games/matches will be removed from that game/match, and suspended for the next scheduled game/match. There will be no exceptions to this policy, and it must be enforced. Any soccer player receiving two yellow cards in consecutive games for unsportsmanlike conduct or verbal responses will be removed for the remainder of that game and suspended from the following game as well.

Any athlete receiving two technical fouls in one game, an ejection (red card) in soccer or volleyball, or an ejection in baseball or softball will automatically be suspended for the next scheduled game/match. This is a stiff penalty for the above offense, so coach your players to play hard but under control.

Any player having been suspended for three or more games for cautions and/or ejections will be removed from that team and will lose all privileges to letter or receive awards for that sport. This does not apply to suspensions from school.

If at the time the player is removed from a game/match he/she outwardly displays a negative response toward the officials or the coaches for the action taken, he/she will be suspended from the next scheduled game. The athlete's response to the offense is more important than the offense itself!

If, at the discretion of the Athletic Director, the High School Principal or the head coach/sponsor, an athlete's play or attitude displays a direction that is contrary to the direction and philosophy of the RBS athletic program, he/she may be removed from a team or squad at that time.

Violation of school rules and regulations may result in the forfeiture of games or contests.

## ***AWAY GAMES/TRIPS***

Only authorized team members, coaches, other authorized personnel may ride on the team bus/vans. Drivers of the RBS vehicles have the responsibility to transport our athletes safely. A copy of their driver's license will be kept on file in the athletic office. It is imperative that their requests be followed. Always be courteous to the driver. Prayer should begin and conclude every trip. Conversations, music, videos and actions on the trip should be appropriate according to RBS standards and glorifying to the Lord Jesus Christ.

All student-athletes who travel on the bus/vans shall return on the bus/van, except those who are riding with their parent/guardian.

All players riding on RBS transportation shall abide by the dress code established by the school for that particular activity. The members of that team/squad will adhere to the dress code established for their team.

There is to be no yelling on the buses. Hands and feet are to be kept inside the windows at all times. Standing and moving around on the buses should be minimal. No men and women may sit together on the bus/van at any time after dark.

Buses and vans are to be cleaned after every trip. This is the responsibility of every athlete who rides on the vehicle and is to be supervised by the head coach. Any damage done to the vehicles from horseplay or carelessness will be the financial responsibility of the individual who caused the damage. Be sure to advise the Athletic Director of any mechanical problems with the bus/vans the morning following the event. In the case of any accidents/emergency the head coach will be responsible for filling out an emergency report located in the glove box in the vans and reporting the accident right away to the Athletic Director.

The head coach is responsible for filling out a bus request form for each away game/trip at least a week prior to the event. These request forms are located in the athletic office. When they are completed please return to the athletic administrative assistant. The buses will be assigned once the form is completed.

Athletes are representative first of our Lord Jesus Christ, second of their parents and family, and third of RBS and the athletic department. This responsibility should not be taken lightly. Athletes are expected to conduct themselves like ladies and gentlemen at **ALL TIMES**, on and off the field or court.

## ***PARENTAL INVOLVEMENT***

At a pre-season meeting with the parents or in a preseason letter, each coach should ask for the parents' cooperation and help in supporting the athletic goals in academics. If a parent has higher expectations of his/her child than the stated school requirements, then that parent should let the coach know the expectation in advance so that the coach can fully support the parent in his/her efforts.

How do parents get their questions answered or give input? Those parents desiring to have input should use the proper communication channels and procedures. If their concern/input is not heard or sufficiently responded to by the coach first, then they may proceed through proper channels by talking with the Athletic Director, high school or middle school principal, and Administrator in that respective order until the matter has been handled satisfactorily. Proper deference should be shown toward the coach scheduling an appointment with him/her to discuss concerns in private when he/she can offer his/her undivided attention.

Support is expected. It is reasonable to expect that any parent who has permitted his/her young person to come out for a team should be supportive of the coach. Well-placed constructive criticism given privately to a coach is welcomed, but simply airing negative opinions to others (including his/her children) should not be done.

Each coach will have the full responsibility and authority to determine which players are entered into the games when and for how long. His/her determination in this area will be made on the basis of what will best benefit the team as a whole.



## **ATHLETIC AGREEMENT**

### **RIVERDALE BAPTIST HIGH SCHOOL**

I have read the entire ATHLETIC HANDBOOK and agree to abide by its standards and policies. I agree to support Riverdale Baptist in both spirit and practice.

---

Athlete's Signature

---

Date

## **PARENTAL AGREEMENT**

I have read the entire ATHLETIC HANDBOOK and fully support the enforcement of its rules and guidelines. I agree to support the coaching staff and their decisions, as they are the delegated authority in my son/daughter's participation in RBS Athletics.

---

Father's Signature

---

Date

---

Mother's Signature

---

Date

---

Legal Guardian's Signature

---

Date