

New Life Christian School Extra-Curricular Handbook

ALL students and parents are responsible to know and adhere to the policies and procedures of this handbook.

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Updated summer 2011

*This handbook will apply to all extracurricular activities sponsored by New Life Christian School. Any term that states athlete/team will also be interpreted as meaning club member of the club activity.

Interpretation of this handbook, as it applies to all extra-curricular activities at NLCS, will be made final by the Headmaster.

This handbook will serve as the handbook for any other clubs that may begin during the 2010-2011 (and schools years after) school years are not mentioned in this current handbook.



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New Life Mission Statement

New Life Christian School's mission is to partner with families to provide a quality academic program with a distinctly Biblical worldview, in order to equip students with the tools to integrate their knowledge and faith into the church, community, and the world.

We believe that extra-curricular activities will help New Life Christian School fulfill our mission of partnering with families and to help our students' become well-rounded individuals that will serve the Lord in our community



Programs Offered

Fall Varsity Sports:

Boys' Soccer	Grades 9-12
Girls' Volleyball	Grades 9-12

Middle School Fall Sports:

Boys' Soccer	Grades 5-8
Girls' Volleyball	Grades 5-8
JV Girls Volleyball	Grades 9-10

Winter Varsity Sports:

Boys' Basketball	Grades 9-12
Girls' Basketball	Grades 9-12
JV Girls' Basketball	Grades 9-10
JV Boys' Basketball	Grades 9-10

Middle School Winter Sports:

Boys' Basketball	Grades 5-8
Girls' Basketball	Grades 5-8

Spring Varsity Sports:

Girls Soccer	Grades 9-12
*Boys Baseball	Grades 8-12

Spring Middle School Sports:

Girls Soccer	Grades 5-8
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Drama Productions:

High School	Grades 9-12
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* Denotes New or future sports, when available.

There will be years that 8th grade athletes will have to play on varsity teams in order for New Life to field a team in a particular sport.



Goals of the New Life Athletic Program

Middle School Program:

Goal: Skill Development and Enjoyment.

Athletics at the middle school level are designed to focus on individual skills and basic strategy development.

Participation and enjoyment are the keys to fundamental development at this level. Wining at this level is nice but not important.

Junior Varsity Programs:

Goal: Game experience.

Athletics at this level focus on skill development with game playing experience.

Varsity Program:

Goal: To Field a skilled, competitive, Christ honoring team.

Athletics at this level are focused on defining the skills learned, being competitive and giving the team an opportunity to win.

The over-all goal of New Life Athletics is to build character that teaches life lessons through athletic competition.



League Affiliation

The New Life High School teams are members of the Mason Dixon Athletic Conference. This conference includes Christian schools from Maryland, West Virginia and Pennsylvania.

The New Life Middle School teams are members of the Maryland Junior Athletic Conference. This conference consists of private and Christian schools in the Frederick area.

All teams compete under National Federation Rules.

Personal Matters

All student athletes/ club members must remember that they represent New Life Christian School, their families and most importantly Jesus Christ, in the way they behave during competition/productions.

Any violation of the policies and procedures contained in this handbook could result in game suspension or suspension from the team/cast by the Coach, Sponsor, Athletic Director or Headmaster.

All athletes/club members are expected to not be involved in any illegal activity (Alcohol, tobacco, or drugs of any kind). Any athlete/member found to have been using these substances will be dismissed from the team, the sports programs and drama club at NLCS.

Academic and Behavioral Eligibility

Grades are given out on a quarterly basis. Students MUST have:

***No grade of an "F" in any subject.**

***No "U" in conduct in any subject.**

Any athlete/club member that falls below the standard will be removed from the team/club until eligibility is restored. There are NO grace periods. Ineligible status begins the day the report card or interim is issued.

There is no guarantee that the coach/sponsor will welcome back any player/member that has missed time because of academic or behavioral issues.

In order to participate in extra-curricular activities at New Life, you cannot be 19 years old before September 1st of the school year.

ALL athletes must have a physical examination in order to participate in the sport that they have chosen. **ALL** physicals are valid for one calendar year from the date of exam.



A student who is *ineligible* will forfeit the privilege of participation on the athletic team or in the club or activity for the specified period. This includes: no participation in games or contests, not traveling with the team to away games, no participation in practices or other activities, and not being included with the team, club, or activity for ceremonial or statistical purposes. *Students are effectively dropped from the team or club until eligibility is restored.*

Please note that restored eligibility does not carry the guarantee of being allowed back onto any team or into any club or activity. The Athletic Director, coach, sponsor, or other leaders in consultation with the Headmaster, will make such decisions.

Parent Procedures and Policies

1. **ALL fees** must be in a separate check, cash or money order and is due at the parent meeting. **PLEASE DO NOT** include your athletic fee in with a tuition payment. **NO uniforms** will be issued until the fee has been received.
2. **NO ATHLETE** will be allowed to participate in another sport until the athletic director has received all fees, and uniforms.
3. **ALL PARENT** meetings are mandatory. You must notify the athletic director if you cannot attend the meeting. These meetings are important and will have information that you will need regarding the upcoming season. No uniforms will be handed out unless parents have attended the meeting or made arrangements with Athletic Director prior to the meeting.
4. **ALL PARENTS ARE REQUIRED TO VOLUNTEER** for the athletic department and for drama productions. The events are as follows:
Fall- Fall Classic and Soccer Night game.
Fall- Drama Production
Winter-Holiday Shoot-Out and Concession stand for home games
Spring- Pig Roast and Silent Auction
Spring – Drama Production
If your athlete plays more than one sport or participates in more than one drama production, then you are expected to volunteer during each season/production that they play/perform.
During the winter season, ALL parents of athletes are required to help with the Holiday Shoot-Out and home game concession stand.
5. **Volunteer Coordinator Opportunities:**
Fall Coordinator- Coordinate Fall Classic and Night Game Concessions
Winter Coordinator – Coordinate all Home game concessions.
Spring Coordinator- Pig Roast and Silent Auction.
Drama Production Coordinator – Fall and spring productions
Coordinator positions are time consuming and require lots of energy, if you take on this responsibility then the sports fee will be waived for that season.



6. All parents will have an opportunity to sign up to volunteer for events, dates and times at the parents meeting. If you do not sign up then a date and time will be assigned to you and it is your responsibility to show up on that date. You will be notified by either phone or email.
If you do not show up for your appointed time, then a fine of \$100 will be assessed. This fine must be paid in order for your athlete to continue playing.
7. **PLEASE** be on time when picking up after games and practices. Please be considerate of the coach and his/her time.
8. **PLEASE** use the web site for information **FIRST** before calling the office. The office is full of information and so is the web site. If you find an error with the web site call the athletic director and let the athletic director know so the error can be corrected.
9. **PLEASE** make every effort to attend as many games as possible and support your athlete. They work hard and deserve your support.

Athlete/Performers Rules and Procedures

The following rules and policies will be applied to all programs

1. In order to participate in practice or a game/production on any given day, the athlete/member **MUST** be in school a **FULL DAY. Pre-scheduled medical appointments, attending a funeral or a missions' type activity will be the only approved excuses.** ALL athletes are expected to be on time the day after a game.
2. Team/Club travel is a privilege, not a right. Grades, behavior and the coach/sponsor determine whether a player/member travels with the team/club or not.
3. Practice attendance is **MANDATORY**. Not attending practice could jeopardize playing privileges.
4. Travel with the team is required, unless otherwise arranged with the Athletic Director prior to the bus departing. RETURN travel from an away game with another parent requires a written note giving the athlete permission with that player's parent. **NO EXCEPTIONS.**
5. **ANY** New Life player who is ejected from a game by a referee will be suspended for the next game by either the Athletic Director or League President. The athlete could face further discipline if the offense was serious enough.
6. **ALL ATHLETES** must be in their designated areas before all after school practices and before home games.
7. **ALL ATHLETES** are required to help with home game prep and clean up after games. This is the players responsibility not the coaches or the Athletic Director.



8. **ALL** physicals/permission slips are due the first day of practice. **YOU MAY NOT** participate until the Athletic Director has received these forms.
9. **ALL TEAM MEMBERS** must abide by the school's dress code policy at all times. This includes all games that are played on non school days. (Holidays/or weekends). All school rules, policies (dress code) remain in effect at events held off of school property, but are school events.
10. All athletes are responsible for the care of their uniform. If the uniform is returned in poor condition or a different color than originally given, they must purchase a new uniform.



Transportation Policies

1. Male and female athletes are not permitted to sit together on the bus.
2. CD, MP3 players, I-Pods or hand held games are permitted to be used on the bus with headphones only.
3. NO eating/drinking is permitted on the bus unless the driver gives permission.
4. ALL athletes/club members are expected to help clean up the bus at the end of the trip and to make sure all equipment has been removed.
5. ALL athletes/club members are expected to obey the rules of the bus when riding. The bus driver is in charge.

Game Cancellation

1. If there is no school because of inclement weather, then the game is cancelled. We have made exceptions for tournaments and other games. **ALWAYS check the web site FIRST.**
2. If we are in school and a game does get cancelled the procedure is as follows:
 - A. Office is informed.
 - B. Officials are called.
 - C. Coaches called.
 - D. Bus service is called (if necessary).
 - E. Web page is updated.
 - F. Players are informed so that they can make any necessary phone calls.
3. In the event that a game does get cancelled and it is not weather related but by the other school, the athletic director will do their best to get out the information by 12:30pm if possible. There are circumstances to which the athletic director has no control over.

End of Season Awards

1. All middle school team players will receive a participation award.
2. All varsity players that are eligible will receive their varsity letter/pin or service bars.
3. Individual awards will be given by each coach and vary from year to year.
4. The Mason Dixon Christian Conference recognizes athletes with an All-Conference certificate if selected.
5. The Athletic Director will issue any special awards that have been earned by the athlete throughout the year.



**Athletes/members must have given the signed receipt of extracurricular handbook to the Athletic Director before the first game of each season. Failure to do so will be non-participation in that sport until receipt is received.*

Coaches Responsibility

1. Organize practice.
2. At least one coach must ride the bus to and from away games.
3. Report all injuries to the Athletic Director ASAP. Injury report forms are in the med bags.
4. Keep track of all equipment for practice and games and make sure that it gets put away in its appropriate storage place.
5. Make sure all athletes are picked up after practice or games before leaving the school property.
6. Make sure that each athlete is properly equipped for each practice and game.
7. The Head Coach must have knowledge of any medical issues that involve any of his/her athletes. This information will be shared by the Athletic Director and signed off on by the coach.
8. All record keeping (score book, stats) is the responsibility of the Head Coach. He or she may delegate this to a manager or another parent if he/she chooses.
9. The Head Coach is responsible for calling in stats to the newspapers after each game.
10. The Head Coach or Asst. Coach must attend the league coaches meeting that are held at the end of each sports season to vote on the All-Conference Team.
11. Each Head Coach will oversee the corresponding middle school sport and coach of that team to ensure program uniformity, accountability and to ensure that the proper skills are being taught.



Receipt of EXTRA-CURRICULAR Handbook

I have this day received a copy of the New Life Christian School EXTRA-CURRICULAR Handbook. I understand that I am responsible for reading the policies and practices described within.

I understand that this handbook replaces all prior handbooks, policies and practices of the school.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this student handbook may be added to, deleted or changed by the school at any time. I understand that by signing this receipt that I agree with the schools Statement of Faith.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the administration.

STUDENT NAME: _____

PARENT NAME: _____

DATE: _____

PARENT SIGNATURE: _____