

CFS Athletic Policy:
Part I: Overview

Policy Number	S-001 part I, II, III, IV
Category	Athletics
Sponsor	Athletic Committee/Athletic Ambassadors
Initial Date of Approval (or Revision)	AC 6/16/2023, Board 6/24/2023
Effective Date	8/1/2023
Version	2.0
Review Frequency	Annually (1 part per quarterly meeting)

Policy Purpose: Structure athletic operations and provide reference for families in CFS athletics.

Definitions: Athletic Director: (AD) head of the athletic committee.

Athletic Ambassadors: board member couple assigned to athletics committee.
Athletic Committee: AD, sport coordinators, and officers who guide the program.

Board or Board of Trustees: the body authorized under CFS bylaws to make governance decisions on behalf of CFS.

Related Policies: G-001 Policy on Policies

G-002 Purpose Statement/Statement of Faith

G-005 Participation Policy

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G-008 Child Protection Policy including appendixes for annual leader renewal, incident report, and concussion protocol

CFS Athletic Policy Outline:

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I. Overview

A. Purpose of CFS Athletics:

CFS Athletics exists to assist Christian homeschool families in CFS to create opportunities for students to develop as athletes and teammates for God's glory.

B. Philosophy of Competition

1. The junior high/middle school level is to focus on development and participation of all team members. While valuing excellence and performance, competition is secondary to offering each participant game experience.
2. The senior high level is more competitive. While every team member has a role, more emphasis is placed on players' strengths and contributions to propel the team to victory.
3. At all levels of competition, Christ is the focus and character is upheld above competition. A positive and Christ-like attitude at practices and at games is required of all CFS student-athletes as God's glory is sought, not individual nor even CFS glory.

C. Participation Rules

1. Athletes and their families must be members in good standing with CFS, have been approved as a non-CFS participant by the board, or be part of a partnership agreement to be members of a CFS team. Note: Homeschool partnerships must meet CFS criteria for homeschooling as outlined in part I: C 8 i.
2. CFS Members are given priority for filling the roster for any CFS team, with non-members considered if there is need. Non-members may apply for and receive an exemption for the current school year. After the exemption has expired, the non-member participant must apply to be a CFS member or apply and receive a hardship waiver to participate. CFS membership is strongly encouraged for those desiring to participate (see part IV B).
3. Non-Member Participation
 - a. See G-005 for CFS Board Participation Policy:

"Non-CFS Player Participation Application Use and Approval Process: When the situation arises that a student who is not a member of CFS wishes to participate and compete with a CFS Athletic Team(s), the following procedure has been established. Coaches, parents, and teammates should make every attempt to encourage those that are not members of CFS to make every effort to join CFS to participate. CFS members are subject to requirements and accountability that non-CFS players are not. It is strongly suggested that avenues towards membership are exhausted before proceeding with the Non-CFS Player Participation process."
 - b. Procedure for making the request for athletics:
 - i. Applicant completes Non-CFS Player Participation form which is automatically sent through the online process to the Athletic Ambassadors or their designee. The application shall be submitted no later than seven (7) days after the first sport practice.
 - ii. The applicant will not be allowed to participate until approved by the CFS Board except for narrow exceptions (see Policy G-005). Early application for non-member participation is greatly encouraged.
 - iii. The Athletic Ambassadors or their designees shall coordinate with Athletics (the sport coordinator) as necessary to process the application, readying it for CFS Board approval as per the non-member participation policy G-005.
 - iv. CFS Board Discretion: Board consideration of the Non-CFS Player Participation applications may take several factors into consideration including "Team Need" and "Roster Size" such as when a sport could not field the minimum number

required for a team without non-CFS players or when a team could be fielded, but the roster size is not filled and the team would benefit from more players.

4. Varsity Rosters: Varsity teams should be filled with athletes in 9th grade and above before allowing participation by younger students. If a team roster cannot be filled, CFS students in lower grades are allowed to participate, one grade level at a time, until the team is complete. Tryouts may be part of this process. Athletes must be less than nineteen (19) years old by September 1st of the current school year (KSHSAA rules state 19 on or before August 4th). Athletes may not have graduated from high school and are only allowed four seasons of high school play. (Note, KSHSAA requires a limit of four consecutive years for members, but four collective years for non-members).
5. Junior high teams consist of 7th through 9th grades, so long as they have not reached their 16th birthday by September 1st of the school year in which they are playing and are at least 11 years old. 7th-9th graders should fill the junior high rosters before 6th graders. As determined by coaches, 5th graders are allowed to participate in practice to transition onto teams and may share in the practice costs, but not the game/officiant costs. Again, if a team roster cannot be filled, CFS students in lower grades are allowed to participate, one grade level at a time, until the team is complete.
6. If there are more potential participants than the roster allows, "B" or junior varsity teams may be formed or tryouts may be used to determine the roster. CFS membership does not guarantee a spot on the team. However, every effort should be made to ensure participation on some level for interested parties and non-member athletes will not be added if try-outs eliminate CFS members.
7. Families should determine the grade listed for their child prior to participating in CFS athletics. Grade classification for CFS Athletics can be different from the grade classification or academic testing, coursework, or other grade classifications, but should not be adjusted once the athlete has determined a grade in our rosters and should progress one year at a time thereafter. Parents may seek reclassification via the AC.
8. All participant families must:
 - a. Agree with and have signed the CFS Statement of Faith
 - b. Agree with conduct standards (see part IV C: Athlete Conduct and Appearance, part D: Family/Parental Conduct and CFS conduct policy G 006)
 - c. Sign a liability waiver to agree to not hold CFS liable. The family's personal medical insurance coverage &/or assets will be used for any and all medical expenses incurred to the participant. All members must sign the Youth Liability Form upon entry to CFS and any non-member participants must also sign before participating in any CFS activity. Likewise, leaders must sign the 18+ liability waiver. Athletes must also submit the Medical Release Form for coach use in the event of injury.
 - d. Agree to pay the participation costs (see part IV E Family Obligations)
 - e. Agree to prioritize and be punctual to practices and games
 - f. Agree to participate in fund raisers and volunteer activities
 - g. Promptly notify coaches if scheduling or circumstantial conflicts arise
 - h. Complete an end-of-season feedback survey
 - i. Meet the CFS definition of a homeschooled student according to G-002: To determine membership eligibility, CFS policy requires that a parent oversees the student's regular weekly course of instruction. Outside classes and resources may be used, as long as fifty- one percent (51%) or more of the regular weekly hours of instruction or study are supervised by a parent, including a minimum of four hours per week of direct facilitation by the parent. For grades 11-12, full-time dual credit undergraduate/certification coursework is permitted, providing it conforms to these standards. Once a student is awarded a degree from college (Associates or above), the student will no longer be considered a home school student eligible to participate in CFS activities.
9. Participants who do not fulfil the above obligations may be removed from the team. Financial contributions will be forfeited.

10. Participants may also be removed from the team via disciplinary action when character or conduct violations warrant-either by the student or the student's family.
11. Athletes may not be married or divorced or expected to become a parent during the current academic year.
12. Athletes must meet the academic requirements of their family school as well as the accountability standards of CFS to maintain eligibility.
13. Exceptions to these rules may be made by the AC on a case-by-case basis while following league, association, and tournament guidelines.

D. Fees and Forfeiture

1. Participation costs are based on projected fees for facilities, equipment and supplies (including prorated uniform costs), league and tournament fees, insurance, officiants, and athletic fund overhead. There will be a \$50 commitment fee due at the first practice, unless other arrangements have been made with the sport coordinator, which is non-refundable. Once fees are established, the costs will be divided and shared amongst the players. Currently, fund raisers and sponsorships are used to keep the costs at or below \$200 per participant per sport, but this may increase as costs increase. Sport coordinators may offer a buy-out for fund raisers after costs have been calculated, in which costs could be over the \$200 mark.
2. Late Fees: If the commitment fee is not collected at the first practice, a \$10 late fee will be added to the total fee and the player will be ineligible if the total participation fee is not paid by the first game, unless other arrangements have been made with the sport coordinator. Missed payment deadlines may result in permanent removal from the team.
3. Once a team's season has begun the first day of practice, eligible and committed athletes may forfeit their team membership through disciplinary action of a coach or the AC, or through their voluntary withdrawal from the team. Any financial contributions will be forfeited in this event.
4. No students may be given scholarships or grants in financial aid of any kind purely for athletic purposes. This does allow for a family to accept help paying for fees from individual donors (not through CFS) if there is a family financial need. The help should not exceed the fee cost and the family is still responsible for participating in fund raisers or in seeking team sponsors as appropriate.

E. Partnerships

1. CFS will strive to partner with leagues and organizations (such as MCAA or HOA), Christian home school and private schools as possible, but also with public schools, and will subscribe to the rules and regulations of those organizations when competing in them.
2. CFS may partner with other Christian organizations in order to field teams or to provide opportunities for CFS students to participate in sports CFS does not offer (such as CFS students playing on HCS's baseball team or NEK students playing on CFS's football team as it developed). League rules must be followed and contracts or board approval is recommended at the start of such agreements of reciprocity. Homeschool students from other organizations should still adhere to the 51% rule in order to participate on CFS teams.
3. Athletes must practice with the CFS team prior to a sport being cut due to lack of participants, in order to then be eligible to play for another team in that sport.
4. CFS is a part of the Kansas State High School Activities Association (KSHSAA) as an approved school and will continue to be as long as CFS interests are served by doing so.
5. As CFS member parents volunteer to organize and coach sports, or as interest or opportunity eliminate options, the Athletic Committee (AC) will determine the approved sport list, with feedback from the CFS board, taking into account the impact on existing sports and other CFS programs.

Policy Number	S-001 part II
Category	Athletics
Sponsor	Athletic Committee/Athletic Ambassadors
Initial Date of Approval (or Revision)	AC 6/16/2023, Board 6/24/2023
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Review Frequency	Annually (2 nd quarterly meeting)

II. Athletic Committee

A. The Athletic Director (Athletic Committee Chair)

1. The AD will be a current member of CFS.
2. The AD will represent CFS Athletics to the various leagues, teams, media, and governing bodies in which CFS interacts.
3. The AD will serve as chair of the athletic committee: overseeing the AC; scheduling, determining the agenda, and conducting the quarterly AC meetings; as well as maintaining a vote on the AC.
4. The AD will provide communication with the CFS board via the athletic ambassadors, as well as directly to the board at meetings as needed.
5. The AD will ensure head coaches receive end-of-season evaluation feedback, though this may be delegated to the sport coordinator or athletic ambassadors.
6. The AD will ensure athletic committee meetings are announced (date, time, and location) to the CFS membership at least seven (7) days prior to the meeting.
7. The AD will also announce coach vacancies and deadlines for applicants to the CFS membership or delegate this to the sport coordinator.
8. Further, the AD will act (with the athletic ambassadors as needed) as a contact person for the CFS body as a whole and in communications to CFS membership concerning athletics, or will delegate such communication.
9. The AD will re-apply for KSHSAA membership every June/July.

B. The Athletic Ambassadors

1. As with all extra-curricular activities of CFS, the board will provide guidance and support via an ambassador couple who serve on the Board of Directors for CFS and are assigned this ambassadorship by the CFS Board annually.
2. The Athletic Ambassadors will cast tie-breaking votes during the AC meetings and will be the board voice to the AC.
3. Any policy changes or decisions which require board approval will be communicated to the board via the athletic ambassadors. (As per G-001: "Committees may write, implement and approve their own policies provided that the policy does not conflict with CFS purpose, philosophy, and conduct goals and the Committee approves the policy by Committee vote. Policy that may affect activities outside the Committee's authority require the additional approval of the Board. The Board has final authority over all CFS policy decisions. Nothing in this policy limits or circumscribes in any way the power and authority of the Board to issue, amend, or revoke policies at any time.")
4. The ambassadors will also report to the board on AC meetings and the status of the athletic program.

C. Athletic Coordinators

1. Each sport shall have a coordinator who will assist the Athletic Director.
2. The sport coordinator will be selected by the AC and approved by simple majority vote. Individuals within CFS may volunteer to be considered by contacting the AD.
3. Requirements: each sport coordinator will exemplify the code of conduct and uphold CFS policy.
4. Each sport coordinator will be responsible for:
 - a. Scheduling games (Taking into account appropriate level and environment of competition; the number of events scheduled for CFS families; the league, organizational, and tournament guidelines; and eligibility rules of competitors. See appendix A),
 - b. Securing and scheduling practice facilities,
 - c. Securing and scheduling competition facilities,
 - d. Securing and scheduling officials,
 - e. Scheduling interest meetings, representing at the Spring Opportunity Fair, and recruiting,
 - f. Providing hospitality to visiting teams, including addresses, maps and information,
 - g. Publicizing athletic opportunities and events to CFS members,
 - h. Reporting results and stats as required by leagues,
 - i. Collecting and sharing player information (contact, medical, insurance, etc.) to coaches,
 - j. Promoting a spiritually healthy environment with students, their parents, and the coaches via prayer, devotions, in their communications, and the application of biblical precepts to situations that occur during the season,
 - k. Organizing or delegating parent volunteers for coaches, timekeepers, scorekeepers, statisticians, game set up and clean up, pictures, admissions, programs, concessions, etc.,
 - l. Communicating with the parents/team for practices, games, directions, times, prayer concerns, volunteer duties, etc.,
 - m. Reporting any significant increases in costs to the AC,
 - n. Calculating the participation fees and collecting them from participants,
 - o. Calculating and recording costs, fees, and financial transactions,
 - p. Reporting monthly the financial transactions and receipts to the AC treasurer,
 - q. Working within the parameters of the collected fees to provide the program,
 - r. Maintaining an inventory of uniforms and equipment,
 - s. Arranging for senior night and awards night including ordering of letters, pins, bars, and certificates
 - t. Providing a verbal report of the head coach/program to the AC.
 - u. Participating in athletics decision-making by serving on the athletic committee, attending meetings, participating in discussions, and voting.
 - v. Most importantly, the coordinator is encouraged to pray for the athletic program needs, their specific sport, individual athletes and their families, and for the decisions made on the AC.

D. AC Duties

1. The AC is established to provide general direction and oversight as well as daily operations for all CFS athletic activities in assistance to the athletic director.
2. The AC will be comprised of a sport coordinator from each sport, the AD, and a secretary and treasurer from the CFS membership at large (each having one vote), in addition to the athletic ambassadors.
3. The secretary will be responsible for committee meeting minutes; disseminating the minutes to committee members within fourteen (14) days of AC meetings; keeping a master list of letters and awards presented to CFS athletes; and coordinating this list with other CFS activity leaders, such as fine arts, speech, and music.
4. The treasurer will keep and maintain the CFS Athletics checking account, including records of receipts and disbursements; report the financial status of each sport at quarterly AC meetings (replacing the reports sports coordinators previously supplied the AC); collect and maintain necessary information to prepare and submit 1099s for the previous calendar year by January 20th

(it is due January 31st) and assist the CFS treasurer in preparing the annual IRS 990 report by summarizing all CFS Athletics transactions in the format prescribed by the IRS. The treasurer will also maintain a check list of tasks and due dates, such as annual insurance premiums, for future treasurers.

5. Each sport coordinator is responsible for seeking a mentee as a potential replacement coordinator as they look toward stepping out of the position. The coordinator should also maintain records of their duties and contacts to pass along to the next coordinator. Ideally, when a potential mentee is considered, the current coordinator will seek pre-approval from the AC before approaching the mentee. The mentee may attend AC meetings with the coordinator before assuming the position.
6. The committee will meet quarterly with additional meetings as needed.
7. A quorum will be constituted by ½ of the committee members as long as the athletic ambassadors are represented. Proxy voting as well as A/V representation is allowed. Only in-person and A/V representation may be used to constitute a quorum.
8. If voting is necessitated between meetings, electronic voting is also allowed as long as the athletic ambassadors are included and the results of such a vote is included in the next AC meeting minutes.
9. The Athletic Committee's duties will be to maintain the list of approved sports, determine the numbers needed to field a team and the number to provide a B or JV team (appendix A); approve and oversee coaching staff; approve the budget, fees, and schedule of each sport; maintain and update the athletic policy with annual reviews; and ensure a healthy sport environment for CFS students and families.
10. The Athletic Committee will also maintain athletics e--mail accounts and pass them on to subsequent coordinators.

E. Review Committees

1. Review committees are established for monitoring the performance of head coaches for each sport. Parental evaluations will be one source of information for determining a coach's performance, as well as player and CFS member feedback. The review committee will compile the feedback and share both positive and negative general assessments as an end-of-season evaluation, or more frequently if needed.
2. The review committee will consist of the sport coordinator for that sport, the athletic director, and the athletic ambassadors (four members).
3. If the head coach is also a member of the review committee, the other members of the review committee will select an alternative member from the AC.
4. The AD is responsible for ensuring the head coach receives an end-of-season evaluation, but may delegate it to the sport coordinator or athletic ambassador.
5. The review committee is responsible for removing any coach who violates the conduct expected of CFS coaches (see part III C), cannot maintain a signature on the Child Safety Policy (Appendix A), or if the feedback review determines it is in the best interest of CFS Athletics to remove the coach from the position (this may be pursuant to board feedback as well).

CFS Athletic Policy 001 Part III: Leadership and Coaches

Policy Number	S-001 part III
Category	Athletics
Sponsor	Athletic Committee/Athletic Ambassadors
Initial Approval Date (or Revision)	AC 6/16/2023, Board 6/24/2023
Effective Date	8/1/2023
Version	2.0
Review Frequency	Annually (3 rd quarterly meeting)

III. Leadership Selection and Coaches

A. Selection

1. The Athletic Director (AD) will be appointed by the AC (simple majority vote) and approved by the CFS Board, and may be removed by the CFS Board.
2. Sports Coordinators may volunteer or be recruited by the AC and are subsequently voted into the position by a simple majority vote by the AC.
3. Potential Head coaches are selected by simple majority vote of the AC after the announced application deadline has passed. Interested parties must fill out the Leadership Interest Form found on the website and ensure they can sign appendix A of the Child Safety Policy.
 - a. If the head coach plans to return, the end of season evals will be reviewed by the review committee, presented to the coach, and the review committee will determine if the head coach should remain or if the AC should evaluate other candidates. Current head coaches are given priority for continuing to coach if the parent evaluations are satisfactory and the coach has met conduct expectations.
 - b. If the current head coach does not return, the AD will announce the vacancy to the CFS membership and announce an initial deadline for applicants. Potential head coaches may apply for the position by the deadline and then be selected from amongst the candidates by the AC.
 - c. Ideally, returning head coaches will be established within 30 days of the last event of the season. Vacancies will ideally be filled three (3) months before the start of practices. The AC may recruit applicants until a suitable applicant is found. If no well-suited candidates are found, the selection can be made from amongst the participants' parents prior to the start of practices. The application process and deadline may be extended until a viable candidate is found.
4. Assistant coaches must also apply, but may be recruited by the head coach. Approval is by simple majority vote of the AC with input from the head coach.

B. Selection Criteria

1. When searching for coaches to fill a vacant position, parents will be given preference over non-members. However, non-members may be best suited for the position. CFS has greatly benefited from leadership from previous CFS members who have continued volunteering after their children graduated, and we are grateful and welcome such involvement as long as CFS policy, especially the Child Safety Policy, is followed.
2. The Athletic Committee will consider with primary preference the following when selecting a candidate:
 - a. Is the candidate able and willing to lead the sports team in a manner consistent with the CFS athletic policies and able to sign in good conscious appendix A of the child safety policy?
 - b. Is the candidate a good role model in living out faith in Jesus Christ within CFS and the community?

- c. Is the candidate committed to using the position to communicate the Christian faith to athletes, their families, opposing teams, and the community at large?
- d. Is the candidate knowledgeable about the sport?
- e. Does the candidate have prior coaching experience?
- f. Does the candidate have a positive outlook on CFS and the sports program?
- g. Is the candidate able and willing to make the sacrificial time commitment required to diligently complete the season?
- h. Does the candidate have a balanced view of the individual spiritual/ athletic development of players and team competitiveness/ excellence on the other hand?
- i. Has the candidate identified appropriate assistant coaches to help fulfill the coaching duties?

B. Grievances with Leadership

- 1. Students or families who have concerns with the team should first speak directly to the head coach (see IV B f) and then, if the matter is not resolved, may approach the sport coordinator.
- 2. Sport coordinator decisions may be appealed by CFS members in good standing to the AC as a whole via letter to the AD or request to be heard at AC meetings.
- 3. AC decisions may be appealed by CFS members in good standing to the CFS Board via letter, ambassador representation, or request to be heard at a CFS Board meeting.
- 4. CFS member families may provide a vote of "no confidence" at the end-of-season feedback survey for any coaches who have not maintained the CFS standards for coaching (see part III section C below). Such an expression should be substantiated with written explanation(s).

C. Coaches

- 1. Coaches represent CFS and must abide by the policies thereof, seeking to glorify God above self, player, or team.
- 2. Coaches, whether members of CFS or outside volunteers, must agree with and sign the statement of faith and annually maintain the Child Safety Policy Appendix A: Annual Leadership Renewal Form and Liability Waiver.
- 3. Coaches must be high school graduates and at least 18 years of age.
- 4. Coaches' duties include:
 - a. knowing and following CFS policies, especially the athletic and conduct policies,
 - b. praying regularly for the athletes and program while promoting athletes' spiritual development by sharing devotions, Scripture, and applying precepts to situations during practices and games,
 - c. valuing spiritual growth over athletic accomplishment and gospel grace over legalism,
 - d. demonstrating and promoting fellowship with believers from other teams while discouraging divisive rivalries,
 - e. modeling sportsmanlike conduct and respect of and deference to officiants,
 - f. promoting sportsmanship in athletes and applying consequences for violations,
 - g. supporting academic standards set by parents and accountability requirements of CFS,
 - h. promoting safety of all athletes: both CFS's and other teams',
 - i. faithfully preparing for and attending practices and games,
 - j. teaching student athletes in physical skills and mental preparedness.
 - k. responding by regulating, rather than reacting to, student athletes,
 - l. observing the other CFS conduct standards such as no foul language; no use/possession of alcohol, cigarettes or illegal drugs; dressing in a manner that honors God; and resolving matters of dispute following the principles of Matthew 18:15.
 - l. communicating with the sport coordinator to ensure a successful season, regardless of the win/loss record,
 - m. receiving feedback from the review process.
- 5. Head coaches will determine the team roster and playing time as outlined in Part I B: Philosophy of Competition and will make all game and team decisions. Try-outs may be

necessitated and will be coach-determined based on desire, determination, dedication, and skill development.

6. Head varsity coaches determine the requirements to letter in their sport and are responsible for communicating the requirements to the team and parents at the onset of the season. Letter-earners must be 9th grade or above and may not earn more than four years' awards in a sport. CFS does encourage coaches to base recognition not only on athletic ability or even effort, but also upon demonstration of Christ-like character as a teammate and competitor.
7. First-year varsity letterers will receive a pin and a bar (the letter is available for purchase at that time). Additional years are awarded a bar for a total of four bars possible for high school varsity sports.
8. If a head coach is temporarily unable to perform coaching duties, the coach may appoint a substitute as approved by the sport coordinator.

CFS Athletic Policy 001 Part IV: Athletes and Their Families

Policy Number	S-001 part IV
Category	Athletics
Sponsor	Athletic Committee/Athletic Ambassadors
Initial Approval Date (or Revision)	AC 6/16/2023, Board 6/24/2023
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Review Frequency	Annually (4th quarterly meeting)

IV. Athletes and Their Families

A. Athlete Conduct and Appearance

1. CFS athletes represent CFS, but more importantly, they represent Christians. As such, the standard for sportsmanship, respect of officiants and coaches, concern for image-bearers on other teams, and treatment of teammates is high. As people who have been forgiven much, our attitudes should be gracious toward those who, like us, are not perfect.
2. CFS coaches are responsible for mentoring, modeling, and applying consequences when needed to the players under their care. However, individual student athletes are ultimately responsible to God for their conduct. The following points are guides to instruct that development:
 - a. Players should faithfully and punctually attend practices and games;
 - b. Players should give coaches full attention, maximum effort, and maximum enthusiasm;
 - c. Players should not tear down the program, coaches, or teammates in word or action;
 - d. Players should show deference to referee calls and not make verbal or non-verbal reactions such as spiking balls, throwing arms in the air, or confronting officiants, etc.;
 - e. Players should seek to edify, not correct, teammates;
 - f. Players should not make disparaging comments to opposing teams or seek their harm in any way;
 - g. Players should promptly help fallen players-whether on their team or the other;
 - h. Players should thank referees at the end of games for their efforts and service;
 - i. Players should congratulate the other team upon their victory and offer encouraging words upon their defeat;
 - j. Players should join in the opening prayer for the other team and display hospitality;
 - k. Players should leave facilities in as good or better condition than at arrival.
3. Athletic dress, both on and off the court, should honor God. As such, uniforms will be worn as issued and athletes will abide by sport coordinator dress codes (such as not wearing leggings without shorts with the issued track shirts). Issues such as hair, facial hair, piercing, tattoos, and other personal choices will be guided by the CFS sport coordinator and any league/organizational rules under which CFS operates or competes (such as NDII, KSHSAA, or MCAA). In addition, practice attire should also be modest (no exposed midriff or short shorts) and managers' appearance should meet the sport coordinator's standards.

B. Family Obligations

1. Family/Parental Conduct
 - a. Coaches are volunteers, not paid professionals. As such, CFS families and leadership appreciate, support, and withhold undue criticism of our coaches.
 - b. Likewise, officiants will make mistakes and parents should refrain from behaving as though our athletic events are Olympic trials.
 - c. Parents should share with their children the expectations of section IV A.
 - d. Parents/spectators should extend hospitality toward visiting teams and demonstrate Christian fellowship with other schools.

- e. Parents are encouraged to pray regularly for their child's team, coaches, coordinator, and program.
 - f. Parents should seek to resolve issues first with the coach or coordinator of the sport rather than seeking opinions or support from fellow parents or CFS members. Such resolutions should not in any way distract the coach from practice or game situations or preparation and should not be conducted in front of the team. (See III B.) The AC suggests parents wait 24 hours before seeking resolution to allow for emotional regulation and processing to occur.
 - g. Parents/spectators should seek to make positive, constructive comments from the sidelines, not corrective or mocking comments of players, coaches, the opposing team, or officiants.
 - h. Parents are also responsible for the conduct of the athletes' siblings at events as well as establishing conduct guidelines for CFS Athletics with their own guests.
 - i. Although immediate family members of the participant receive free admission to home games (except football), there are gate fees to away games set by leagues and organizations. Statisticians and coaches are exempted from most away gate fees.
2. Volunteering
- a. Parents should understand that as CFS is a volunteer organization, they must volunteer.
 - b. All parents with children participating in the sport should volunteer or be assigned duties to help support the sport (scorekeeper, timekeeper, line judge, statistician, concessions, gate, uniform/equipment manager, photographer, senior night or awards night coordinator, fund raiser coordinator, etc.). These duties are usually in addition to volunteer requirements for joining CFS in general.
 - c. Families are expected to participate in concessions sales, selling sponsorships, and other fund raising to off-set the costs. No coaches or coordinators are paid and the coordinators will attempt to keep costs to the minimum while still providing a quality experience to our athletes.
 - d. As a perk to our CFS board members, and to encourage their attendance at athletic events, CFS does allow board members and their children free admittance to home games (with the exception of football).
 - e. The AD and his/her family, by virtue of the hours spent supporting the CFS sports program, is exempt from paying for home games (except football) or volunteering for their children's sports teams, though they may choose to do so.
3. Transportation
- a. Parents are responsible for their children's transportation to practices, activities, and competitions. As such, they assume responsibility and liability if they allow their child to drive to an event or to accompany another family or student to an event.
 - b. Parents are also ultimately responsible for the timely arrival of their child to events.

VERSION HISTORY

Version	Description	Date
1.4	Many changes after athletics subcommittee review	July 31, 2016
1.5	Many changes after CFS Board approval	January, 26, 2019
2.0	Complete reorganization of existing policy with changes to reflect current practice. Breaking of Policy S-001 into four parts to facilitate regular review and revision. -Riddle	6/24/2023

Appendix A: 2023 Approved Sports, Roster Numbers, Limits on Competition Events

Sport/Season	JH Roster Numbers	SH Roster Numbers	JH Competition Limits	SH Competition Limits
Autumn				
Girls' Tennis	-	20 V		12 days V
Girls' Volleyball	09 A team 09 B team	09 V 09 JV	20 days	20 days JV 25 days V
Cross Country	unlimited	unlimited	7 meets	10 meets V
Boys' Football				
Boys' Soccer	18	18 V	17 games	23 games V
Winter				
Girls' Basketball	12 A team 12 B team	12 V 12 JV	29 games (NDII)	33 games V
Boys' Basketball	12 A team 12 B team	12 V 12 JV	29 games (NDII)	33 games V 29 games JV
Spring				
Girls' Soccer	18	18 V	17 games	23 games V
Track & Field	unlimited	unlimited	9 meets	11 meets V
Boys' Volleyball	12	12V		25 days V
HCS Boys' Baseball	NA	NA		

Reference for Potential Sports Pending Approval:

Sport	JH Roster Numbers	SH Roster Numbers	JH Competition Limits	SH Competition Limits
Girls' Softball		21 V		18 days V
Girls' Golf		6 V 6 JV		9 tournaments JV 12 tournaments V
Boys' Golf		6 V 6 JV		
Boys' Tennis		20 V		12 days V

Appendix B: Cash Box and Ledger Policy for AC

- A. Athletic coordinators are to record all expenses, income, fees paid, etc. on a ledger supplied by the athletics treasurer. This ledger (or detail) is to be turned in at the end of each month, if there is activity, along with deposit tickets, receipts for reimbursement, etc.
- B. Cash needs to be maintained for gate fees and concessions for each sport. A set amount (for example \$300) can be taken out of the CFS Athletics bank account at the beginning of the season. Each time the box is used, the amount in the box minus the original amount (\$300) should be deposited and the deposit slip kept to turn in at the end of the month. This maintains the \$300 throughout the season. At the end of the season, this amount (\$300) needs to be redeposited separately into the CFS Athletics bank account. Please note on your detail that you send to the treasurer the amount that you are putting into the cash box and when you redeposit it.
- C. No cash is to be paid out of the cash box due to the following reasons:
1. Expenses and revenue are not recorded properly under this scenario because the total deposited is revenue minus expenses (net amount). We should be reporting the gross revenue and gross expenses.
 2. This method is a mess for the coordinators to deal with. They are trying to reconcile all the cash in and out and it should not be made more difficult.
 3. It does not provide for as transparent a reimbursement as we would like.
- D. If someone has a concessions "tab", they need to pay at the end of the night – no rollover tabs.
- E. How to reimburse:
1. Expenses should be paid to the person via a check and the receipt for the reimbursement should be collected as per IRS requirements and turned into the athletic treasurer at the end of the month.
 2. All receipts over the initial amount (\$300 in our example above) should be counted as earned and deposited.
 3. If a person has lost their receipt, they cannot be reimbursed.
- F. A reporting of the expense categories and income should be shared with the AC at the close of every sport season.