



***Athletic Handbook  
For Parents***

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## **Athletic Handbook for Parents**

The purpose of this handbook is to help athletes and their parents understand the commitment that they are making by being a part of the Valley Christian School Athletic Program. Valley Christian High School believes that athletics play an important role in the overall development of each student here at school. These experiences are part of the process by which our young men and women are being taught character qualities and are being molded into the Christ-like adults that we desire they become. The character qualities that are being taught include but are not limited to: discipline, hard work, leadership, teamwork, Christian character, Christian service, and physical fitness. VCHS understands in order to produce quality young Christian men and women, as well as maintain a quality athletic program, many commitments must be made by the school, student body, coaches, parents and constituency.

The main goals of VCHS' athletic department are designed to promote the team concept as well as compete with Christian character. Expectations are not meant to hinder or restrict. We ask parents and athletes to respect this goal as well. Our sports teams will always strive to win, but never at the expense of Christian character, healthy attitudes and habits, and good judgment. We will always emphasize excellence, effort, improvement, and respect for coaches, teammates, and officials. Athletic Directors, coaches, teachers, and parents alike should be the examples that will give our children proper athletic, scholastic, emotional, and moral direction.

In regards to the team concept, VCHS and its coaches expect athletes to be dedicated, committed, devoted, and well-disciplined to every aspect of the program. Parents are also expected to be supportive, positive, and committed to the decisions made by VCHS, its Athletic Department and the coaches. Parents and athletes must understand that it is a privilege, not a right to be part of VCHS athletics.

Thank you for taking the time to read through this athletic handbook. We look forward to your support and involvement. Great parental support has been a foundational to the success of our athletic department. If you have any questions, please feel free to contact me.

Greg Haagsma  
VCHS Athletic Director

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## MISSION STATEMENT

The mission of Valley Christian Schools is that students know Jesus Christ as their personal Savior, live like him, and prepare academically, physically, socially and spiritually so they are enabled to make a difference in the world.

### **Code of Ethics for Parents, Spectators, Student-Athletes and Coaches**

#### **Code of Ethics for Spectators**

- Attempts to understand and be informed of the playing rules of the sport.
- Cooperates and responds enthusiastically to cheerleaders/dance team.
- Shows compassion for an injured player; applauds positive performance, cheers for VCHS athletic team and does not jeer or heckle opponents.
- Avoids using profane or obnoxious language/behavior.
- Respects officials and accepts their decisions without gesturing or arguing.
- Respects the judgment and strategy of the coach and does not criticize coach(es) or players for the loss of a game.

#### **Code of Ethics for Coaches**

- Treat athlete as an individual whose welfare shall be primary at all times. Coach shall never place winning above the value of character building.
- The coach is responsible for teaching attitudes, proper habits, knowledge, and skills.
- The coach will support and promote VCHS as a whole, the entire interscholastic program, and will direct their program accordingly.
- The coach will use their influence to enhance sportsmanship by spectators, players, and parents. Contest officials will have the respect and support of the coach.
- The coach will teach to the whole of the athlete; helping them to mature as young Christian men and women; striving to develop character qualities VCHS considers important.

## **Code of Ethics for Student/Athletes**

- Remember that academic performance is your primary responsibility.
- Read and familiarize yourself with polices outlined in the Athletic Handbook and your specific sport handbook / rules.
- Respect coaches, advisors, volunteers, officials, and opponents as individuals created in God's image.
- Win graciously and without boasting, lose with humility and without excuse, and never quit.
- Be committed to accomplish team goals; encourage teammates to be the best they can be through your actions and your words.
- Take care of all equipment issued to you as a student/athlete: Uniforms issued should be returned in the same condition or nearly the same condition when they were issued. Equipment lost or stolen is the responsibility of the participant and restitution must be made by them. Extracurricular activities are not an excuse for being tardy on the day following a competition.
- Report all injuries - even minor ones - without delay - to a coach, assistant coach, or trainer!  
\*Injuries referred to a doctor must be cleared by a doctor before athlete's participation.

## **Code of Ethics for Parents of Athletes**

- Encourage your child and team. Be enthusiastic and show school spirit.
- Maintain a positive attitude whether your team is winning or losing. Be encouraging!
- Do not be insulting or show bad sportsmanship during a competition.
- Respect the judgment and strategy of the coach. Do not criticize coach(es) or players for the loss of a game.
- Commit to helping your athlete attend all practices and competitions.
- Do not talk negative about a coach(es) or the program with others.
- Support the team with team sponsored events and with team fundraising initiatives.
- Respect coaches, advisors, volunteers, officials, and opponents as individuals created in God's image.
- Do not discuss with your child a coach's tactics or playing strategies, decisions on starting lineups, or decisions a coach makes about the playing time of other players. This will only undermined the coach's ability to help your child improve, to develop team harmony and develop constructive team play.

## **Parent & Coach Relationship**

VCHS will strive to provide a positive experience for every coach and student-athlete. In order for this to happen, it is important that lines of communication are developed between the coach, parent, and athlete to allow for two-way communication and resolution of issues before they become conflicts. Parents have the right to know what expectations are placed on their children. Proper relationships between parents and coaches will help to assure athlete's experience is a positive one.

Communication parents should expect from their athlete's coach:

- Philosophy of the coach
- Expectations of the athlete
- Locations and times of practices
- Team requirements/rules
- Procedures should your athlete be injured
- Participant code of conduct and discipline procedures
- Equipment responsibilities

Communication coaches expect from parents:

- Notice of any schedule conflicts well in advance
- Concerns will be expressed to coach first

Appropriate concerns to discuss with coaches:

- Mental or physical treatment of a parent's son or daughter.
- Ways to help their son or daughter improve in their skill
- Concerns about the behavior of their athlete.

**MOST IMPORTANTLY:** Do not confront a coach before, during, or after a practice or contest without setting up the meeting. These can be emotional times for both parties. Meetings of this nature do not promote resolution.

We expect our coaches to conduct themselves in a professional manner and make judgments based upon what they believe are in the best interests of all students involved. Coaches need to have empathy for all student-athletes and have the ability to put themselves in the "parent's shoes". This will help each coach in how they dialogue with student athletes and parents.

## **The Matthew 18 Principle at VCHS**

*Adapted from ACSI and Dr. Paul Kienel*

A Christian school is made up of people—parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In, Jesus gives His formula for solving person-to-person problems. It is called the "the Matthew 18 principle" for solving school problems. The following are the words of Jesus: "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church." (Matthew 18:15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

**One:** Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With their mouths the godless destroy their neighbors, but through knowledge the righteous escape." (Proverbs 11:9, NIV).

**Two:** Keep the circle small. "If your brother or sister sins, go and point out their fault, just between the two of you..." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of Matthew 18 principle.

**Three:** Be straightforward. "Point out their fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says "Faithful are the wounds of a friend . . ." (Proverbs 27:6).

**Four:** Be forgiving. "If they listen to you, you have won them over." This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion. In the rare case that this result does not occur, the following steps should be taken:

**Five:** The parent and coach should agree to share the matter with the athletic director. At this stage the counsel of Jesus would be "take one or two others along, so that every matter may be established by the testimony of two or three witnesses". Both parent and coach should communicate their version of the issue or issues with the school's athletic director. If it is not resolved at this point the issue can be communicated to the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems, and the procedure we follow at Valley Christian.

## **Student Eligibility for Extra-Curricular Activities**

To be eligible to participate in extra-curricular activities (including but not limited to athletics and performing arts), students must meet these standards:

- maintain a Grade Point Average of 2.00 or better
- receive no academic grades of "F"
- receive no conduct grades of "U"
- on pace to graduate
- Is in good standing with the administration.

Any student who does not meet these requirements at a progress report or quarter grade check will be placed on PROBATION. While on probation the student may continue to participate in extra-curricular activities including practices. His/her achievement of eligibility requirements will be monitored for improvement by administrators. If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process.

If the student does not meet the eligibility criteria at the next grade check, he/she will be considered INELIGIBLE. While ineligible the student may not participate in games, productions, or school outings. The student may continue to participate in practices. His/her achievement of eligibility requirements will be monitored for improvement by administrators.

If the student meets the eligibility requirements at the next grade check, he/she will be considered ELIGIBLE and exit the process. If the student does not meet the eligibility criteria at the next grade check, he/she will continue to be ineligible until meeting the eligibility criteria based on a progress report or quarter grade check.

Ineligibility from fourth quarter carries over to first quarter activities the following year.

NOTES:

- Extreme or unique cases will be evaluated by the administration.
- Coaches have the prerogative to enforce a stricter eligibility policy with the approval of the administration.

## **Athletic Behavioral Policy**

In addition to the discipline policies, in the Student Handbook, the following consequences apply to any student participating in sports at any time during the school year, even during the off-season when the student may not be active. This policy is in addition to the student handbook policy on behavior.

Behavior Regulations:

1. No athlete (or manager) may use or have in their possession tobacco, alcohol, or other illegal drugs. The penalty for violating this rule is as follows:
  - 1st offense - suspension from games for two weeks
  - 2nd offense - removal from athletic program
2. If a student violates the policy during an off-season, the suspension shall begin at the start of that athlete's next competitive season.
3. Behavior in school must be exemplary. Any violation of school rules, such as excessive tardies, unexcused absences, misbehavior in class, etc. could be punished by requiring the athlete to miss the next regularly scheduled interscholastic contest. Continued violation of school rules could result in the athlete being dismissed from the team.
4. Unsportsmanlike conduct and language at any time is cause for dismissal from the team. The severity of the incident will be taken into consideration before any decision is made with regard to any penalty given. Normally the following action will be taken:
  - a. 1st violation - Student will be ineligible for the next regularly scheduled contest.
  - b. 2nd violation - Student will be ineligible for the next four regularly scheduled contests.
  - c. End of the season violation - if penalty is imposed at the end of the season and no contest remains, the penalty is to be enforced in that particular sport at the beginning of the next season of competition.
5. An athlete must be in attendance a minimum of four periods at school in order to be eligible to practice or participate in any interscholastic contest on that day. If the athlete is in attendance less than four periods, he/she may observe the practice or game, but may not participate.

6. Students are responsible for the care and maintenance of equipment checked out to them. The athlete must pay for any equipment lost or unnecessarily damaged.
7. Athletes are expected to be well groomed and appropriately dressed on all trips.
8. All athletes must have a physical, a copy of their birth-certificate, and two consent forms signed by their parent or guardian on file in the school office before they can check out any equipment or participate in any practice or contest.

## **Hazing**

Valley Christian High School enacts this policy to maintain a safe learning environment for students that is free from hazing. **The school shall not tolerate any hazing of students and prohibits hazing at all times.**

- A. Definition.** Hazing means any conduct or method of initiation into any student organization or team, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, beverage, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or person to extreme mental stress, including deprivation of sleep or rest or extended isolation.
- B. Where and when policy applies.** This policy applies to behavior that occurs on or off school property ~~and~~ before, during or after school hours.
- C. Informal reporting.** Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with an administrator, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy. Staff members who have concerns about possible hazing behavior are encouraged to talk with an administrator, teacher, coach, or advisor. The school intends to use this informal reporting procedure to try to prevent hazing, not to determine intent or blame.
- D. Formal reporting procedure.** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school administrator.
- E. Discipline.** The school will discipline or take appropriate action against any student, teacher, administrator, coach, volunteer, contractor, or other employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, withdrawal, transfer, remediation, termination, or discharge.

## **Locker Rooms**

Locker rooms are designed as a place to prepare for practices and games as well as cleanup after sporting events. Roughhousing and horseplay will not be allowed in the shower or dressing rooms. Equipment should be hung up in the lockers. Trash should be thrown away. Proper respect of school property is important and athletes should take care of the locker rooms.

## **Parent Volunteers for Athletics**

Parent volunteers play an important role in the success of VCHS athletics. These roles include, but are not limited to, team parents, drivers, field preparation, scoreboard operators, book keepers, timers, photographers/videographers, statisticians, concession stand workers, chain gang, etc. Parents who wish to be involved are encouraged to contact the Athletic Director and/or coaches about current needs.

All parent volunteers in athletics are part of the larger volunteer group called VCVC. We encourage you to identify with VCVC and get to know other VCVC members. In August or September each year, the school hosts a VCVC launch party, which draws attention to the wide array of volunteer opportunities at the school. All VCVC members are also given the current year's FREE VCVC t-shirt. VCVC is organized by the Development Department; the primary contact is Development Assistant, Kelsey Wheeler '08 (kwheeler@vchsaz.org).

## **VCHS Transportation Policy**

The school will provide transportation to and from practices and games for team members. A student must travel with the team unless other arrangements with another Valley Christian parent are approved by the coach and by the student's parent. If the parent approves the student traveling other than with the team, the school is relieved of any responsibility for the student who is using alternative transportation. The school makes no representation and assumes no responsibility for the safety or appropriateness of the alternative travel elected by the student with parent approval. Parents should arrange for picking up their student promptly after practices and games.

The order of liability for insurance coverage when using non-school drivers and/or non-school vehicles is as follows:

- 1<sup>st</sup> – the owner of the vehicle
- 2<sup>nd</sup> – the driver of the vehicle (if not the owner)
- 3<sup>rd</sup> – VCHS

Therefore, an Owner Liability Disclosure Statement must be filled out by parents/students driving for school activities, and placed on file in the VCHS office before the activity.

## **Lettering / Awards**

1. Varsity athletics have specific guidelines for how athletes receive a letter in their sport. Typically, this requires athletes to participate in two-thirds of varsity athletic competitions for that year. Each sport coach has some discretion on athletes receiving varsity letters.
2. Each varsity athlete will receive one letter award per sport.
3. Sub-varsity players will receive a certificate of participation at the end of the athletic season.

## **Athletic Forms & Fees**

The following athletic forms must be signed and returned before an athlete is cleared for practice:

1. AIA Athletic Physical Examination Form (2 forms)
2. AIA Concussion Annual Statement Form
3. Brainbook (to be completed only once in high school career)
4. VCHS Acknowledgement form for reading and understanding VCHS Athletic Handbook

The following fee must be paid to the office before an athlete is cleared to participate in games:

1. Annual Sports Fee
  - a. Football - \$150
  - b. All other sports - \$100

### **Within VCHS Sports Program Transfer Policy**

Athletes may not participate in two sports simultaneously without the consent of both coaches and written parental consent.

Athletes wishing to transfer from one sport to another sport of the same season may do so only within the first two weeks of practice. After two weeks, a meeting will be required with the Athletic Director and coaches involved. Athletes wishing to participate in two sports with overlapping seasons must finish the first season before starting the sport of the second season. This rule may be waived only if the Athletic Director and the coaches from both sports give consent.

All Arizona Interscholastic Association guidelines regarding school sports transfers must be followed according to the AIA handbook. The AIA handbook is available in the main office or the Athletic Director's office.

### **Athletic Tryouts, Cuts, Playing Time Policy and Varsity Letters**

1. The following criteria have been established for the tryouts and "cutting" procedures.

Valley Christian High School believes that at the high school level, sports have gone beyond the recreational level. High school athletics is a time when athletes begin to fine tune their athletic skills and begin competing at a higher level of competition. Due to this fact, it may be necessary to "cut" students from athletic teams.

Tryouts and "cuts" are a stressful and painful process for all parties involved. VCHS would like to accommodate every student who wants to participate in a sport. However, limitations in terms of facilities, coaches, time, as well as safety factors make tryouts and "cuts" necessary.

Within each sport, the coaches involved are responsible for establishing guidelines for the tryouts on which the "cuts" will be based. If an athlete is finishing the current season of sport he or she must contact the coach of the next season of sport to discuss tryouts. The length of the tryouts is at the discretion of the coaches involved. However, all students trying out will be informed as to when "cuts" will be made. Once the tryouts are over, the coaching staff will meet to determine what "cuts" are to be made, if any.

2. The following criteria have been established for the playing time of athletes.

#### Varsity Level Program

The philosophy of the varsity program is to place the best combination of athletes into a game or match situation. This combination of athletes is determined by the coaching staff, based upon their evaluation of their athletes.

#### Junior Varsity and Freshman Level Programs

The philosophy of the junior varsity and freshman level programs is to emphasize the development of skills for each athlete as well as allowing athletes to compete at a competitive level.

Age is not necessarily a determining factor involved when coaches make teams or when students receive playing time. For example, freshmen may participate at any level; sophomores may participate on freshman level teams, junior varsity teams, or varsity teams. Juniors may participate on junior varsity teams or varsity teams. These decisions are at the discretion of the individual coaches involved with each sport. All coaches will make it a practice to place students on the teams that will enhance the student's athletic skill with ample playing time.

The student's effort, attendance, participation in practice, teamwork, attitude, and ability as well as the number of students on the team are all factors that help determine playing time for each student.

### **Vacation Policy regarding Athletics**

While both players and coaches appreciate the breaks built into the academic schedule, it is not possible to limit the high school schedules to non-break times. High school athletics requires athletes to be in proper game shape for their sport which requires team conditioning and preparation. High School athletics are also governed by the AIA. The AIA calendar does not limit itself to non-break times. Athletes must understand that failure to attend games and/or practices during break (excused or unexcused) will generally have playing time consequences. When players miss practices during vacation weeks, coaches will determine the consequences on:

- Principles of fairness to players who attended all scheduled practices
- The importance of conditioning and team preparation
- Professional discretion

#### Fall Break Vacation

Football will continue to practice during the week of fall break. Players must understand ~~that~~ their attendance is required during this week.

Volleyball and Cross Country athletes should consult with coaches in regards to practice plans. Teams will often continue to practice.

### Winter Vacation

Please consult with in-season coaches in regards to Christmas break practice and game plans. Teams often have games and will continue to practice. These teams include: Boys and Girls Basketball, Boys and Girls Soccer and Wrestling.

### Spring Break Vacation

Spring teams will continue to practice during spring break and possibly have games. Please consult with coaches in regards to practice and game plans. These sports include: baseball, softball, track, and golf.

### Summer Vacation

Many VCHS teams continue to work on team skills during the early part of the summer. Please consult with coaches in regards to team plans for the months of June and July.

- Football will be lifting weights Monday through Friday. They will take off 1-2 weeks at end of June and/or beginning of July.
- Boys and Girls Basketball will be playing in leagues and have camp in June. These teams will be done by the end of June.
- Baseball will be playing games during the month of June. These teams will be done by the end of June
- Soccer will have camps and futsal in the gym during the month of June. These teams will be done by July.
- Volleyball will have open courts during June and will have 2 weeks of camp towards the end of July. These teams will take 2 weeks off in the end of June/early July.

## **Using Athletics as a Personal Tool for Punishment**

VCHS strongly discourages parents from punishing their children by taking them out of their team sport. This not only hurts the athlete, but also hurts the team. Feel free to communicate with the coach in regards to added discipline matters. VCHS coaches desire to partner with our parents in molding and nurturing our athletes into the young Christian men and women ~~that~~ we desire them to be.

## **Strength Training Defined**

VCHS encourages all teams to participate in some form of strength training. Strength training is recognized as a means to increase an athlete's performance (through corresponding increases in power and explosiveness) and decrease the risk of injury. VCHS feels strength training is a necessary part of both the in-season and off-season routine. VCHS offers weight lifting classes during the day. Athletes can take this class as a means of strength training. Many coaches will also choose to incorporate some kind of strength training in their programs, possibly in-season and during the off-season. Players who desire to participate in these sports should strongly consider these strength training sessions unless they are playing in another school sport at that time. Strength training is seen by coaches and athletes as a method of gaining a competitive edge over athletes that do not participate in it.

## **Fundraising Policy**

All fund raising initiatives implemented within the VCHS community, and/or involving the local community, **MUST** be cleared through the Development Director before proceeding. This includes conversations regarding the purpose and length of solicitation, the method of solicitation (personal visit, phone call, personal letter, etc.), as well as for what purpose the funds are being raised. These fund raising activities include:

1. Any fund raising initiative involving any part of the VCHS constituency, including using our mailing list.
2. Athletic fund raising that asks current parents or local vendors for support.
3. Athletic fund raising or school sponsored clubs that require athletes to raise money for items or services.
4. All VCHS Booster/Parents Association fund raising activities to support the school.
5. Advertising from current parents or local vendors for any purpose.
6. School sponsored club fund raising that asks current parents or alumni for support (i.e., all Booster Clubs, Athletic programs)
7. The sale of any item to benefit students or programs of VCHS (this includes concessions, candy sales, drinks, admission tickets, T-shirts, car washes, and all types of fund raisers).

The appropriate “Fund Raiser Application Form” may be obtained from the Development Office, and must be filled out and submitted to the Director of Development at least two weeks **prior** to the solicitation.

## **School Store and Branding Policies**

### **School Store**

As part of an agreement, each coach will need to provide a list of clothing items and accessories (either required or optional) needed by the athletes competing in their program. This must be done before the season begins. These items will be made available online for our student-athletes and will be referred to as “Sport Packs”. It is highly encouraged that our programs utilize the company we have partnered with to do t-shirt, practice clothing, accessories, etc. orders. Any questions regarding the school store, including sport pack selection and ordering, please contact Bryan Winfrey.

### **Branding**

Any piece of clothing with the Valley Christian name on it must be approved, with an art proof, by Bryan Winfrey prior to placing the order. This includes jerseys, warm-ups, t-shirts, polos, accessories, etc. Please communicate this to any parent group that may facilitate the order and production of program-specific t-shirts, as this also includes any item a parent group affiliated with a sport/program may produce. All logos used must be one of the official Valley Christian marks. Clothing and designs should be an official Valley Christian color, with special exceptions (such as Cancer Awareness clothing).

## Purchasing Policy

No one is authorized to order goods or services, or otherwise encumber VCHS, without written authority of the Administrator or his delegate:

- A. Budgeted/Non-Budgeted Purchasing Approval Levels
  - 1. Department Chair – up to \$100
  - 2. Development Director, Athletic Director, Fine Arts Director, VINE Director, and Vice Principal – up to \$500
  - 3. Director of Business – up to \$2,000
  
- B. Purchasing Process
  - 1. Complete Purchase/Payment Requisition Form. Request for authority to spend (a requisition) shall include: the date; budget vs. non-budget status, vendor name, address and phone number; list of items and amounts; an estimate of costs; a total including taxes and shipping; and other relevant information.
  - 2. After the form has proper signatures, the goods or services may be ordered.
  - 3. The requisition, order form/receipt, and shipper showing record of receipt of goods or services shall be turned in to the Business Office promptly.
  - 4. All expenditures shall be paid from the Business Office.
  - 5. Payment for purchases can be made in one of four ways.
    - a. The Business Office pays directly from an invoice.
      - i. This is the preferred method of payment.
      - ii. Business Office matches the requisition, order form/receipt, shipper and invoice before making payment.
    - b. The purchaser takes a check from the school made out to the vendor to pay for a purchase.
      - i. This method requires that the exact amount of purchase be determined before the check is prepared.
      - ii. Business Office will need completed and signed requisition form along with order form. Receipt to be turned in to the Business Office promptly.
    - c. The purchaser uses a school credit card to make a purchase.
      - i. This method is limited to the Administrator, Vice Principal, Development Director, Athletic Director, Fine Arts Director, and VINE Director, Office Manager, and Business Director.
      - ii. Credit card purchases may not be for personal use.
      - iii. Business Office will need completed and signed requisition form along with order form. Receipt to be turned in to the Business Office promptly.
    - d. The purchaser makes a purchase using his/her own funds and requests a reimbursement from the school.
      - i. It is imperative that written permission is obtained before making a purchase, unless for emergency use.

**The purchaser may be responsible for the purchase if the Administrator does not approve the requisition and reimbursement.**

VALLEY CHRISTIAN HIGH SCHOOL  
Athletic Handbook  
Acknowledgement Form  
2016-17

I, \_\_\_\_\_, have read and fully understand VCHS athletic policies and procedures, the commitments, as well as codes of conduct. I agree to commit myself to be a representative of Jesus Christ in each situation that I face. By signing my name below I have committed myself to “Speaking Victory” and desiring to make VCHS athletics a positive experience for me or my child as well as the coaches and teammates. If my commitment changes, the coaching staff will warn me about my change and then will dismiss me from the team if my commitment level does not return appropriately.

Player’s signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_