



CHSA Policy Handbook

Last Revised

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Who We Are:

Christian Homeschool Athletics is a 501(c)3 non-profit organization. We are a parent-run, family-oriented organization that has served the competitive athletic needs of homeschooled students in the greater Houston area since 1994 and currently offer basketball and volleyball.

CHSA Mission: To support families in training home schooled students to successfully participate in a competitive, athletic environment. We will foster athletic teams that manifest the Fruit of the Spirit on and off the court.

Our programs include: (age as of September 1st)

***Teams are also determined by the number of players registered and the number of coaches. We are willing to have multiple teams at same age group. Please see Team Formation for more information.**

Basketball:

Boys and Girls Varsity (18 & under)

Boys and Girls Jr. Varsity (16 and under)

Boys and Girls Jr. High: 14U & 12U (14 & under as well as 12 & under)

Boys 10U (Ages 8-10)*

Girls 10U (Ages 8-10)*

* The basketball leadership team may provide waivers for players under 8.

Volleyball:

Girls Varsity (18 & under)

Girls Jr. Varsity (16 and under)

Girls 14U (14 & Under)

Girls 13U (13 & Under)

Girls Developmental (ages 7 and up)

Our teams compete against public, private, and other homeschool organizations in the Houston Metro area and, depending on that year's schedule and teams, attend regional, state, and national tournaments.

In addition, we offer the following:

- **Christian environment with leader-led devotions at practices**
- **Homecoming for alumni and players**
- **Senior Night Recognition for all our seniors**
- **End-of-season sports awards banquets**

Statement of Faith

- We believe that the Bible is the infallible, inerrant Word of God, complete in revealing the triune Godhead: Father, Son, and Holy Spirit.
- We believe the Holy Spirit is equal with God the Father and God the Son, that He indwells, seals, and fills us with His power for the work of His service for God's glory.
- We believe man was created in God's image, but because of the fall he became spiritually dead and in need of salvation from the penalty and power of sin.
- We believe in the incarnation and virgin birth of our Lord Jesus Christ as perfectly divine and perfectly human. We believe that His substitutionary death and the shedding of His blood on the cross was for our redemption. We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith, apart from works, are regenerated by the Holy Spirit and thereby become the children of God.

Statement on Gender, Marriage, and Sexuality

- We believe God created each person as male or female and that an individual's gender corresponds with his or her God-given biological gender.
- We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.
- We believe that marriage exclusively is the rightful expression of sexual intimacy.
- We believe any form of sexual immorality, as defined by the Bible, is sinful and offensive to God.

Board of Directors

Expectations for Board Members

The Board members and organization will thrive as they strive to love God and others. Board Members are responsible for displaying Christ-like character as they uphold their responsibilities and commitments to the organization. Each Board member should also be transparent and maintain confidentiality when each situation is appropriate. Each Board member should be a member in good standing and regularly attend a church.

Roles and Responsibilities

President

- Serves as the Head of the Board for Christian Homeschool Athletics (CHSA)
- Is focused on achieving the organization's mission
- Provides leadership to the Board of Directors
- Encourages the Board's role in strategic planning
- Helps guide and mediate board actions with respect to organizational and governance concerns
- Monitors financial planning and financial reports
- Leads annual evaluations on the effectiveness of the Board and individual board members
- Annually evaluates the performance of CHSA in achieving its mission
- Advises the Leadership Teams of each sport

Vice President for Each Program

- Reports to the Board President
- Works closely with the President and other staff
- Participates closely with the President to develop and implement officer transition plans
- Background Checks on all volunteers in direct contact with players on the court
- Manages the process for conflict resolution as defined by the Disciplinary Action Policy
- Manages the direction of their sport
- Prepare a preliminary budget and present it for approval to the Leadership Team
 - Manages all income and expenses with Treasurer - P&L statements monthly
 - Approves spending
- Runs all Leadership Team meetings
- Organizes and empowers all volunteers to manage the following volunteer positions
 - Volunteer Coordinator
 - Website Coordinator
 - Game and Tournament Scheduler
 - Tryout & Registration Coordinator
 - Gym Coordinator
 - Hotel Coordinator
 - Social Media Coordinator
 - Advertising Coordinator
 - Banquet Coordinator
 - Homecoming Coordinator
 - Senior Night Coordinator
 - Team Mom Coordinator
 - Home Gate Coordinator
 - Uniform Coordinator
 - Picture Coordinator
 - Fundraiser Coordinators - Kroger, Raise Right, Shoot-A-Thon, Spirit/Sponsor Shirt, Calendar, and Car Wash
- Works with Website Coordinator to manage all information on the website, including membership, achievements, calendar signups and events, and tournament information
- Willing to be impartial and an active listener, not spiritually compromised, and honors CHSA bylaws, guidelines, core beliefs, and values that grow Christian conduct, Gal 5:22-23
- Handle conflict resolution by following the Conflict Resolution Policy

- Is sensitive and discreet with the handling of all conflicts
- Coordinates with Head Coaches on the following items:
 - Coaching Staff
 - Coaching uniform for the season
 - Rosters
 - Equipment needs and purchases
 - Training
 - Concerns or conflicts that need attention
- Serves to keep Head of Coaches accountable to their primary roles and responsibilities, CHSA core values, guidelines, bylaws, and Christian character during their term with CHSA
- Performs other responsibilities as assigned by the Board

Secretary

- Maintains records of the Board and ensures effective management of the organization's records
- Manages minutes of board meetings
- Distributes meeting minutes to Board members shortly after each meeting
- Is familiar with CHSA legal documents

Treasurer

- Manages finances of the organization and provides monthly reports to each Vice President
- Deposits funds promptly and distributes funds as necessary
- Files taxes and IRS reports as necessary

Head of Coaches for Each Program

- Sets the tone of the overall program, including but not limited to the atmosphere, language, priorities, work ethic, and parent communication
- Coach Training and Modeling
- Practice plans
- Setting teams with approval from the Vice President of the program
- Recruits coaches for the age-specific teams that report to them
- Communicating with Game Scheduler about games for teams and ensuring appropriate schedule
- Determine summer plans for workouts and communicate with coaches, players, and potential new families
- Work with the Vice President to make tournament and equipment expense decisions for the budget
- Handle conflict resolution by following the Conflict Resolution Policy
- Is sensitive and discreet with the handling of all conflicts
- Work with the Vice President to organize tryouts
- Prepare their Program part for registration:
 - Coaches meeting
 - Discussion points in the general assembly
- Prepare banquet presentation

Player Representatives for Each Program

- Handle conflict resolution by following the Conflict Resolution Policy
- Encouraging and involved with ensuring our families are living out our mission

- Is sensitive and discreet with the handling of all conflicts

Board Nominations

CHSA members nominate board candidates during the 15-day nomination period for the particular sport (Basketball in March/April or Volleyball in October/November). Any CHSA member may make nominations for President, Secretary, and Treasurer in good standing. Any CHSA member with a child in that sport may make sport-specific nominations in good standing. Ensure the candidate is willing to accept the position's responsibilities before their name is nominated. The Leadership Team for each sport interviews and votes to present one nominee for each position to the Board. The Board then votes on each nominee.

Player Information

Teams

Teams will be set based on age as of August 1st of the upcoming season and ability. The Vice President, Head Coaches, and coaches form the teams at their discretion.

- 10U - ages 10 and under
- 12U - ages 12 and under
- 14U - ages 14 and under
- 16U - ages 16 and under
- 18U - ages 18 and under

Tryouts

Every sport has mandatory tryouts for all returning and new players. Team assignment relies heavily on participation in tryouts. After the completion of tryouts, the Vice President or coaches will notify families of what teams their player was assigned. Families can appeal the decision by following our Conflict Resolution Policy.

Basketball holds its tryouts in September.

Volleyball holds its tryouts in April.

Registration

Registration is mandatory for all families. Players cannot practice or play games until the registration process is complete. Registration includes the completion of the following:

- Family Agreement
- Player Agreements
- Payment or Financial Agreement
- Fundraising Commitment
- Birth Certificate Submitted
- Volunteer Position Selected

Fees

Fees vary year to year depending on cost and other budgeting considerations, such as the number of players for each family. Each sport will provide a fee and refund schedule before registration.

- Families can complete a Financial Agreement form if unable to pay the registration fee in full. Families choosing to use the Financial Agreement must follow the payment plan to be a member in good standing.
- Fundraising buy-outs will not be included in any payment plans. Buy-outs are only offered during registration.
- Please see the Disciplinary Action Policy for when a family fails to meet its financial obligations.

Uniform Fees

Each sport determines its uniform fees based on how it uses and replaces uniforms. Each sport will present the uniform fee in the Fee and Refund Schedule. Members must pay the uniform fee at registration.

Practice, Game, and Tournament Information

Basketball

All practices will occur on Mondays and Thursdays from 4 to 9 pm. CHSA purposefully prohibits Wednesday practices, so families with church obligations can attend those functions.

Practices will begin after registration. Families will be notified of official practice times and locations via forum posts. It is imperative that families are signed up for the appropriate forums, but we will also send this information out to all CHSA families to ensure receipt.

Our season runs approximately from the end of September through mid-March. We generally have our end-of-season banquet within the first two weeks of April.

We play home games at Upside Sportsplex in Alvin and Alvin Community College. We will post all games and tournaments on the CHSA calendar. We also play games locally at public, private, or charter schools and other home school gyms. We will also play some local and out-of-town tournaments. The tournament schedules often extend into Saturdays. We will not play games or tournaments on Sundays or Wednesday evenings. Carpooling is welcomed and encouraged. We will not play a team with a transgender player on the roster or in the team's program.

We have a few out-of-town tournaments. We encourage families to budget for hotel, gasoline, and meal expenses. See the CHSA Calendar for more details about these out-of-town tournaments. We have group hotel rates negotiated for each tournament, although you are not required to stay at those hotels. See the link on our website for more information and deadline dates.

Volleyball

All practices will occur on Tuesday & Thursday evening schedule from approximately 3-7 pm. CHSA purposefully prohibits Wednesday practices, so families with church obligations can attend those functions.

Practices will begin after registration. Families will be notified of official practice times and locations via forum posts. It is imperative that families are signed up for the appropriate forums, but we will also send this information out to all CHSA families to ensure receipt.

Our season runs approximately from May through the first couple of weeks of October. We generally have our end-of-season banquet at the end of October.

We play home games at South Main Baptist Church in Pasadena, Upside Sportsplex in Alvin, and Alvin Community College. We will post all games and tournaments on the CHSA calendar. We also play games locally at public, private, or charter schools and other home school gyms. We will also play some local and out-of-town tournaments. The tournament schedules often extend into Saturdays. We will not play games or tournaments on Sundays or Wednesday evenings. Carpooling is welcomed and encouraged.

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Fundraising

Each sports program will have its fundraising system to help keep registration fees as low as possible. Each sports program will provide information about fundraising events to the Treasurer.

- Each player will have a minimum fundraising requirement. Families of the players can buy out the minimum fundraising requirement by paying for the buy-out option at registration.
- If a player does not meet the minimum Fundraising goal, the player's family must pay for the difference by the deadline established in the fees and agreements.
 - EXAMPLE: If the minimum is \$250 per player and the player turns in \$150 in fundraising, the player's family is responsible for the remaining \$100 by the established deadline.
- Sport-specific programs may offer a family cap on fundraising for families with multiple players. For sports offering this option, they will present it during the registration process.

Mandatory Fundraising Activity That Does Not Count Toward Fundraising Commitment

Car Wash

Car Wash usually happens in the first month of the season. We require all families to participate in this fundraising event. We expect families to sign up for bringing supplies and having at least one family member present during those slotted times.

Proceeds from Car Wash do not count towards a family's Fundraising Commitment. However, failure to participate without approval can result in disciplinary action (see the Disciplinary Action Policy). If you are providentially unable to participate, please contact the Vice President of that specific fundraising sport.

Fundraising Opportunities That Count Toward Fundraising Commitment

Kroger Community Rewards Program

Register your Kroger Plus Card online at www.krogercommunityrewards.com and earn money for CHSA whenever you shop. Add CHSA's number 84631 to the Community Reward section. Go to www.krogercommunityrewards.com and sign in or create an account. You need to do this every year so those funds get designated correctly.

Raise Right

With Raise Right fundraising, families can earn money for their non-profit organization while they shop. Use Raise Right gift cards for everyday purchases and earn a rebate, less a small service fee. When purchasing a gift card through Raise Right, select the “e-card” option. Every purchase earns revenue for CHSA by splitting the rebate with the organization and the family that purchased it. It's a win-win for CHSA and the family! Families will use the money earned from Raise Right card sales for their registration fees in the following year. Please visit our website for more information.

Sponsor Shirts

Sponsorships from small, local businesses will be collected and printed on “spirit” shirts and listed on our website. CHSA is a 501(c)(3) non-profit organization that will provide the sponsor with a statement of giving at the end of each tax season for donation purposes for any donation over \$250.

Calendar

Players are responsible for filling up a calendar with sponsors' names and collecting and turning in the money to their team parent by a specified date. For example, when a sponsor claims the 20th on the calendar, the sponsor donates \$20 to the player.

Volunteering

Volunteering Requirements

Parents working together is what powers CHSA. All CHSA families agree that:

- At least one member of their family will serve in a volunteer position.
 - Members can serve in more than one volunteer position.
- At least one member of their family will be a gatekeeper for one hour at a home game.
- Members should be a member in good standing and regularly attends a church.

The Vice President will contact members if they have not signed up to volunteer. Members will be subject to disciplinary action (see the Disciplinary Action Policy) if they fail to fulfill the volunteer commitment above. If you are providentially unable to complete your volunteer commitment, please contact the Vice President of your specific sport.

The following is a list of potential volunteer positions. The Vice President or Volunteer Coordinator will contact families to fill the critical volunteer positions as a matter of priority. Often, this process will take place on or before the registration process. Also, members will receive specific instructions during the registration process for signing up for volunteer positions through the membership portal.

Please note that each sports program has these volunteer requirements. If a member has a player who participates in multiple sports programs (i.e., Volleyball, Basketball), the member must complete these volunteer requirements for each program.

Critical Volunteer Positions

Volunteer Coordinator

- The Leadership Team for each sport will appoint the Volunteer Coordinator.
- Reports to the Vice President
- Recruits volunteers
- Holds members accountable for completing their volunteer requirements
- Meets with volunteer coordinators and volunteers at the beginning of the sports season to plan and organize the volunteer activities for the season
- Use a CHSA Wolverines email address to communicate and conduct business on behalf of the sport
- Maintains the membership portion of the membership portal
- Communicates reminders to volunteer coordinators and volunteers as needed
- Sets up team communication application for each team
 - GroupMe is the current communication application.
- Finalizes uniform orders with the Vice President and Treasurer
- Maintains the Spirit Store website
- Organizes offseason activities such as camps and tryouts
- Ensures each sport is posting content weekly on the sport's social media accounts during the season
- Tracks fundraising requirements for each player
- Tracks registration payments and financial agreements
- Tracks uniform payments
- Helps the Treasurer and Vice President track the annual budget for the sport

Coaches

- The goal is to have at least two coaches for each team: one coach and one assistant coach.
- Must complete and pass a background check before coaching a team
- Reports to the Head of Coaches for each program
- Required to follow the coaching system established by the Head of Coaches for each program

Scheduler

- Works with the Volunteer Coordinator, Heads of Coaches, Coaches, and other sports programs to create the schedule for scrimmages, games, and tournaments
- Does not schedule away games on the day of home games to ensure home games are well attended
- Responsible for scheduling referees for all home games.

Gym Coordinator

- Helps the Volunteer Coordinator secure and coordinate practice and home game facilities around the Alvin, Friendswood, League City, and Pearland areas

- Is the point of contact for the practice facilities to help communicate facility closures and conflicts
- Communicates closures and conflicts with the Volunteer Coordinator and Vice President

Hotel Reservations Coordinator

- Makes out-of-town block hotel reservations
- Communicates the block hotel reservations with the Volunteer Coordinator

Uniform Coordinator

- Helps members determine the appropriate size uniforms for new players at tryouts and registration
- Assigns jersey numbers from the master spreadsheet maintained by the Volunteer Coordinator
- Coordinate with veteran players to ensure their uniform from the previous season still fits during tryouts and registration
- Obtain a sign-off from parents when distributing uniforms directly or through the Team Mom

Fundraising Committee Coordinator

- Coordinates fundraising events (see Fundraising section for a list of fundraisers)
- Coordinate with members to gather sponsors for the Spirit Shirts
 - Provide a deadline to receive sponsorships
 - Obtain sponsorship logos for the printer and website.
 - Logos need to be high-quality images.
 - Distribute Spirit Shirts before the first home or tournament games of the season
- Contact businesses for donations
 - The Volunteer Coordinator will provide a list of businesses that have donated in the past.

Team Parent

- Each team will be assigned a team parent.
- Must complete and pass a background check before becoming a Team Parent
- Helps the Coach communicate the following items:
 - Game date and time reminders
 - Changes in games or practices
 - Team activities and social events
 - Other important team messages
- Collects monies for fundraising activities
- Helps distribute uniforms
- Submit scores to the Volunteer Coordinator
- Help the coach stay organized
- Help new families survive their first year
- Follow the Team Parent Calendar Guide provided by the Volunteer Coordinator
- Helps team parents gather photos for the social media accounts

Other Volunteer Positions

Prospective Family Coordinator

- Will help the Volunteer Coordinator promote CHSA to prospective families

- The Volunteer Coordinator will provide a list of co-ops and other places for promoting CHSA.

Banquet Coordinator

- Works closely with the Volunteer Coordinator to manage volunteers and oversee the event
- Setup - 14U Teams - arranging chairs, tables as needed, adding decorations prior to the event.
- Cleanup – 10U & 12U Teams - packing up food, decorations and wiping everything down after event.
- Serving Volunteers
 - Recruit and coordinate a minimum of four volunteers to serve food and drinks
- Banquet Slide Show Volunteer
 - Works with the Social Media Coordinator to gather photos for the season-end slideshow
 - Create the season-end slideshow
 - Slideshow needs to represent all the players on all the teams
 - Slideshow needs to have lots of group photos (See Social Media Coordinator)

Calendar Fundraiser Coordinator

- Helps explain the process of the Calendar fundraiser to each Team Mom
- Distribute the calendars to the Team Moms
- Collects the completed calendars and funds from the Team Moms

Car Wash Coordinator

- Gather five volunteers to help with the car wash event
- Schedule the location, date, and time for the car wash event
- Schedule blocks of time for each team to serve at the car wash event
- Create a sign-up for supplies for the blocks of time
- Work with the Volunteer Coordinator to send out communications for the car wash event

Door Sign Coordinator

- Create maroon, black, and gold identification door hangers for each player's hotel room door for all out-of-town tournaments
- Recruit at least one volunteer to help create and distribute the door hangers before the tournaments

Gate Coordinators

- Create a schedule of members to work the home gate
- Email, call, or text members to remind them of their home gate assignment
- As a reminder, at least one member of their family will be a gatekeeper for one hour at a home game.
- Your service at the home gate is one part of your volunteering requirements.
- The Gate Coordinator receives volunteer credit for serving as the coordinator

Home Clock and Scorebook Coordinator

- Each team needs at least two to three individuals to run the game clock at their basketball team's home games and tournaments.
- Each team needs at least two to three individuals to keep the scorebook at all their basketball team's games and tournaments.

- Encourage and recruit members to serve with the clock and scorebook
- Work with the Volunteer Coordinator to schedule training sessions and teach volunteers how to properly run the clock and keep the books
- Volunteers are not allowed to cheer or coach from the score table.

Homecoming Coordinator

- Recruit at least two volunteers to help with the homecoming event
- Plan all activities and games for the homecoming event
- Decorate for the homecoming event, including any after game celebrations
- Alumni Game
 - Work with the Volunteer Coordinator and Social Media Coordinator to plan and promote the Alumni Game with alumni
 - Recruit past coaches to coach their old players

Kroger and Raise Right Coordinator

- Setup the program with Kroger annually
- At registration, explain how the Kroger Community Rewards Program and Raise Right Program work
 - Help parents sign up for the programs
 - Work with the Volunteer Coordinator to post information via the website forum.
- The Volunteer Coordinator will provide a checklist to help manage the Kroger Community Rewards Program
- Work with Volunteer Coordinator to ensure the website has the most up-to-date information for both programs.

Pep Rally Coordinator

- We generally have a pep rally for the players and families going to the national tournament.
- Recruit at least three volunteers to help speak, pray, and lead cheers at the pep rally.
- Create the agenda for the pep rally.

Picture Day Coordinator

- Help schedule the picture days with the Volunteer Coordinator and Team Mom Coordinator
- Help communicate the ordering process, the cost of pictures, and the method of payment
- Ensure a separate team picture with players attending the national tournament is taken

Restaurant Nights Coordinator

- Restaurant Nights serve as a fundraiser and provide team bonding opportunities
- Schedule at least two to three restaurant nights throughout the season on nights when teams do not have practice or games
- Work with the Volunteer Coordinator and Social Media Coordinator to promote the Restaurant Nights

Senior Night Coordinator

- Recruit at least two volunteers from the JV program to help with Senior Night to emcee and gather the bio of our seniors
- Create a 30-minute program for senior recognition between the JV and Varsity games

- Coordinate decorations, including flowers, balloons, banners, run-through banners, and poster boards for each senior
- Work with the Volunteer Coordinator to acquire CHSA alumni shirt orders for graduating seniors

Shooting Shirt Coordinator

- Shooting shirts are voluntary and not included in your registration fees
- Work with Volunteer Coordinator to obtain T-shirt sizes at tryouts
- Distribute the shooting shirts to the Team Moms
- Works with the Volunteer Coordinator to collect funds for the orders

Social Media Coordinator

- Maintains the organization's sport-specific social media accounts
- Recruit at least one volunteer to help with post content to the social media accounts
- Works with the Team Mom Coordinator to gather photos of teams and players during games and special events
- Maintains and helps members upload photos to the CHSA's photo-sharing website
- Works with the Banquet Coordinator to gather pictures for the year-end banquet

Sound System Coordinator

- Transports the sound system to and from all home games
- Operates the sound system during pre-game, time-outs, and halftime using a CHSA Board-approved music playlist
- Recruit at least one volunteer to help with operating the sound system

Physicals

Players are not required to take a physical, but CHSA highly recommends all players take a physical before playing any sport.

Parents are responsible for ensuring that their player(s) is healthy and has no physical problems preventing them from participating in sports activities. At registration, parents must complete a form acknowledging that their player(s) are physically, mentally, and emotionally capable of participating in the designated sports activity, and CHSA incurs no responsibility for the player's health. CHSA strives to maintain a physically, mentally, and emotionally healthy environment, but parents need to understand that all sports have a risk of physical injury and emotional disappointment.

Eligibility

Players must be no older than 18 as of August 1st of the current season. If a player turns 19 on or before August 1st, the player is ineligible.

Players must receive at least 50 percent of their educational courses in a home environment under the instruction of their parent(s) or legal guardian(s). Players taking dual credit classes should consider adding extra classes at home to maintain compliance.

Players must not have graduated from high school or participated in a graduation ceremony.

Players must maintain at least a 2.0 GPA on a 4-point scale during the active season.

Players must compete as their gender assigned at birth.

Players must be physically, mentally, and emotionally capable of competing as determined by the parent(s).

See the link for full eligibility guidelines: NCHC Eligibility Requirements found at <http://nchclive.com/guidelines/>.

General Tournament Information

Nearly all our CHSA teams participate in local tournaments each season that are generally within an hour's drive. Several of our programs participate in out-of-town tournaments that require overnight stays from one to six nights.

CHSA pays for all team tournament entry fees up to the financial limits of the team's budget. If a team desires to participate in tournaments exceeding the team budget limits, they will need the Vice President's permission to attend. They will also need to secure the funds on their own if they wish to attend. Coaches, team moms, and the Volunteer Coordinator will be able to give you an idea regarding the overall travel costs of any particular tournament. These costs include transportation, food, lodging, and any miscellaneous expenses. These costs will vary based on the length of stay, distance, and hotel/food choices. Please make every effort to attend the tournaments with your player. Many families will treat these trips as their family vacation and find getting to know other homeschooling families to be worth the time and expense.

CHSA does not usually receive bracket information, which also has the starting time of your first game, until approximately one week before any tournaments. Hotel reservations need to be made in advance before you will know your game times. It often works best to book the hotel for a night before and after the tournament dates. We encourage you to use good judgment and understand your hotel's policy for adjusting reservations. CHSA provides a list of team hotels for out-of-town tournaments, and these hotels have negotiated group rates.

If you cannot attend an out-of-town tournament with your player, you must secure a chaperone for your player with another family. We encourage you to give the chaperone family as much notice as possible so they can make accommodations accordingly. The chaperone family must complete the [Overnight Tournament Chaperone Form](#). Also, the chaperone family will be solely responsible for your player the entire trip, so it is best to find someone from your team who will attend the same games. Chaperoned players must stay the night with their chaperones in the hotel where they are registered. You will still need to provide for, in advance, your portion of the costs of transportation, lodging, meals, and spending

money for your chaperoned player. If a chaperoned player does not abide by the Code of Conduct, the player will be sent home immediately at the parents' expense. They will also be subject to the Disciplinary Action Policy.

- Players must be very quiet while in the hotel hallways and follow the hotel rules.
- Players must dress appropriately when out of their room at the hotel.
- The players' coaches will provide a curfew and other advice about when to use the pool or hot tub. They will also provide instructions on when to arrive at the games and whether or not he wants you to drink sodas or eat sweets.
- No girls in boys' rooms and no boys in girls' rooms. This rule means families with sons and daughters playing can have no other players in their rooms.

Team Formation

Team Formation will be determined each year depending on the number of players, ages of players, number of coaches, skills of players, emotional maturity of players, and injury or risk of injury. Parents can appeal team assignments by following the Conflict Resolution Policy. However, there is no guarantee of changing team assignments. The change must be best for both the family and the program.

Team Formation Guidelines

- Players can change teams after the start of the season if we have players leave or get injured. All changes will follow the Player Eligibility Guidelines and Team Formation Guidelines.
- No teams or changes will be allowed that violate the NCHBC eligibility guidelines. We may ask parents to complete paperwork for waivers regarding NCHBC eligibility.
- Team minimum of 7
- Team maximum of 13
- If a team is formed under the 7-player limit, families will need to sign a player agreement created by the Head of Coaches with the approval of the Vice President. It must include, but is not limited to:
 - Games might have to be forfeited.
 - Games will not start unless five healthy players are available to play.
 - A coach can request Team Support, but it is not guaranteed.
- Players must play for a team of the gender that was assigned at birth.
- Players are not guaranteed playing time, which the Coach determines.

Playing Up Guidelines

- Players typically play on a team that includes their age group.
- Sometimes, we may not have enough players in an age group, so playing players up might be the only way to have a team.

- Players with higher skill levels than their age group can play up if the Parents, Coaches, Heads of Coaches, and the Vice President agree this is best for the player and the program.

Dual Rostering Guidelines

- Dual Rostering for this section means being on two teams and playing games with both teams throughout the season. Players can dual roster if the Parents, Coaches, Heads of Coaches, and the Vice President agree this is best for the player and the program.
- The program may require dual roster players to pay an additional fee to help cover the team costs. The Leadership Team will determine if the additional fee is necessary.
- Coaches, Heads of Coaches, and the Vice President will determine which team is the primary team.
- Dual roster players will practice with their primary team.
- Dual roster players will have to declare a primary team for tournaments and have to play for the primary team if there are schedule conflicts.
- Dual roster players are not guaranteed playing time on either team.
- Dual roster players will play a maximum of 75%-80% of the game time for any game unless the team does not have enough players to play a game.

Team Support Guidelines

- Team Support is a player playing for another team within the organization for one night or a tournament at the request of the Parents, Coaches, Heads of Coaches, and the Vice President.
- Generally, a team will request support because it does not have enough players due to injuries or family commitments.
- The coach of any team that will be lower than the 7-player minimum should reach out to the Head of Coaches no less than 72 hours before the game in question, discounting unforeseen sickness or injury.
- The Head of Coaches for the program can reach out to players and families about supporting a team that is lower than the 7-player minimum.
- Families always have the right to refuse with no consequence.
- We will not assess any additional fees for players supporting another team.
- All teams must meet the eligibility guidelines for NCHBC and follow any tournament-specific rules.

Code of Conduct

CHSA is a distinctly Christian organization that focuses on sports. We strive to create positive relationships for families through our various programs. All families must agree to our policies and honor them at CHSA-sanctioned events and messaging. CHSA understands different families will have different beliefs. We encourage you to seek the wisdom and guidance of a pastor, elder, or overseer in or outside CHSA if you have any concerns with our policies. Furthermore, we ask that you respect our request not to create divisions by promoting a different belief or belief system contrary to our Statement of Faith at CHSA-sanctioned events.

CHSA is committed to monitoring and providing a safe environment at all CHSA-sanctioned events. CHSA wants all participants to follow our guidelines and policies. The CHSA Board and sport-specific

Leadership Teams will monitor sanctioned events to ensure everyone follows the guidelines and policies outlined below.

CHSA-Sanctioned Events Include:

- Practices and Training Sessions
- Games and Scrimmages
- Tournaments
- Hotels at away Tournaments
- Team Parties or Team Hosted activities
- Banquet and Homecoming
- Fundraiser Events
- Organization-Wide Celebrations
- Registration and Tryouts
- Summer Workouts and Camps

Player Conduct

The Head of Coaches for each program will provide families with a Player Agreement before the first practice. At the first practice, the Head of Coaches will review it and have the players sign it at the first practice. The Vice President must approve the Player Agreement, and it must include, but is not limited to:

- Missing practice and game policy
- Practice and game conduct expectations of both behavior and work ethic
- Prohibition of foul language, sexual slurs, racial slurs, or derogatory language in general
- Prohibition of violence or physical contact outside the bounds of appropriate sporting
- Prohibition of the violation of the Dress Code Policy (more details following)
- Prohibition of the violation of the Messaging Policy (more details following)
- Prohibition of the violation of the Dating Policy (more details following)

Dress Code

- Players must change their clothes in bathrooms or locker rooms.
- Please note that tops and bottoms include game and practice jerseys and other practice shirts and shorts.
- Tops and bottoms shall always be on the player while playing and practicing (no shirts vs. skins, etc.)
- No leggings, spandex, or biker shorts, except under bottoms.
- No tank tops or spaghetti straps, except under tops.
- Bottoms must be visible at least 3 inches from the bottom edge of tops.
- No clothing that violates other policies, such as profanity, derogatory slurs, etc.
- No tops that show belly when standing with arms down or arms raised high.
- No tops, dresses, or bottoms with holes or exposed cleavage/chest, back or bottom.
- No sandals, crocs, slides, or other open-toed shoes on the court
- No jewelry during practice and games.

Messaging

- This section refers to CHSA forums, social media, group chains, and any messaging tool that tags or references CHSA or CHSA-sanctioned events.
- Messaging must not violate other policies, such as profanity, derogatory slurs, violence, etc.
- Messaging must not target another player or team that may be derogatory, violent, or bullying.
- CHSA will not monitor private messaging, private family events, or events where multiple members of the organization are present but is not a CHSA-sanctioned event. If you have concerns about any of these events, we recommend you take them to the event organizer.

Bullying

- CHSA will not tolerate bullying, which can take many forms, including verbal, physical, or via messaging.
- Bullying includes but is not limited to negative statements about another player's play, work ethic, life choices, or person.

Dating and Relationship Policy

If your player is in a dating relationship, please refrain from public displays of affection at CHSA-sanctioned events. CHSA will not address any dating relationship unless the player fails to adhere to the following:

- No public displays of affection at events, such as kissing, sitting on a lap, holding hands, etc., regardless of whether it is the opposite or same sex.
- No discussion of gender identity, sexual orientation, or sexual behaviors.

Weapons Policy

Because CHSA does not own a facility, we practice in and play at other facilities. We are obligated to honor all their policies and procedures. Expressly stated here, CHSA families must honor and follow all weapons policies at any place we play or practice. Many schools and facilities with youth do not allow conceal and carry. CHSA families are responsible for knowing and following these policies and guiding themselves accordingly. Failure to follow the stated policies of locations during a CHSA-sanctioned event can result in disciplinary action.

Reporting a Violation

We do not want to foster an atmosphere of policing. If you see something concerning, please say something to that person directly. We aim to resolve most issues with a respectful and calm discussion about the violation of our policy. A violation is considered a habitual or egregious issue.

- We expect all members, including Coaches, Player Representatives, Head Coaches, Vice Presidents, and other Board members, to follow our Conflict Resolution Policy to resolve violations of policy
- Coaches, Head Coaches, Player Reps, and the Vice President can state that a player is in violation of a policy and call for a meeting of the leadership team of that sport to discuss.
 - Please see Disciplinary Action Policy for more details.
- Violations are of:

- Player Conduct
- Eligibility
- Dress Code
- Messaging
- Dating/Relationship
- Weapons Policy
- As previously stated, members who do not complete the volunteering requirements or do not honor their Financial Agreement are not in good standing. Members cannot participate in any CHSA-sanctioned event if they are not in good standing.

Conflict Resolution Policy

Our coaches are vitally interested in your child's character and athletic development. They are open to any communication that will assist them in this endeavor. As instructed in Matthew 18, we request that you address all complaints in this order adding to the group at each level:

- First, talk directly with the person, if appropriate, to resolve any matters or complaints.
- Second, if you don't find a satisfactory resolution with the person, discuss your complaint with your player's coach.
- Third, if you don't find a satisfactory resolution with your player's coach, discuss your complaint with your player representative.
- Fourth, if you don't find a satisfactory resolution with your player representative, discuss your complaint with your Head Coach.
- Fifth, if you don't find a satisfactory resolution with your Head Coach, discuss your complaint with the Vice President of your specific sport.
- Sixth, if you don't find a satisfactory resolution with the Vice President, email your complaint to president@chsawolverines.com. The President will contact you to discuss the matter further.
- Finally, if you don't find a satisfactory resolution with the President, the member will be entitled to present the issue to the Board at the next Board meeting. Each member providing written notification will be allowed a limited time to discuss the complaint. The Board will then address the complaint and provide a final determination within ten (10) days. All Board decisions are final.

Disciplinary Action Policy

This policy is for when a Coach, Head of Coaches, Player Reps, or Vice President has stated a violation for a player or family has occurred or for when a conflict resolution brought by a parent regarding another player or family has gone through the conflict resolution process to the point of being brought to the Board.

Violations Defined

- Violations include:
 - Failure to meet eligibility requirements

- Failure to meet volunteer requirements
- Failure to meet fundraising requirements
- Failure to honor financial agreements
- Failure to follow the Code of Conduct
- Failure to complete volunteering and fundraising requirements and honor financial agreements means a member is not in good standing.
 - Members not in good standing cannot participate in any CHSA-sanctioned event.
 - Members are not in violation of volunteering and fundraising requirements and financial agreements if they are in the process of completing them.
 - The Treasurer or Vice President will provide members not in good standing written notices via email or a letter explaining how to return to a member in good standing.
- Violations of the Code of Conduct are not all the same and can receive different consequences. The following are some guidelines used to address violations of the Code of Conduct.
 - The Board and sport-specific Leadership Teams allow the coaches to determine the appropriate discipline for most violations of the Code of Conduct.
 - Certain violations of the Code of Conduct are of a nature that requires the Leadership Team to determine the appropriate level of discipline.
 - The types of discipline can include but are not limited to:
 - Sitting out a game or games
 - Missing a tournament
 - Suspension for a period of time
 - Complete a reconciliation process that includes all persons injured in this specific violation
 - Being removed from CHSA for no longer being a member in good standing

Discipline for Violations

- When the Leadership Team determines a violation has occurred and agrees to a form of discipline, the discipline must be communicated to the family by two members of the Leadership Team. The members of the Leadership Team can communicate via phone call, zoom, or in person. In-person is the preferred means when possible.
- Level of Violations
 - Minor Violations of the Code of Conduct include initial discussions and reminders of policy violations that did not resolve the issue.
 - Minor Violations would result in lower-level consequences as follows.
 - Sitting out a game or games
 - Missing a tournament
 - Complete a reconciliation process that includes all persons injured in this specific violation
 - Major Violations of the Code of Conduct include repeat Minor Violations, bullying, eligibility infractions, or anything that puts a member in danger.
 - Major Violations would result in higher-level consequences as follows:
 - Sitting out additional games
 - Missing additional tournaments
 - Suspension for a period of time
 - Complete a reconciliation process that includes all persons injured in this specific violation

- Being removed from CHSA for no longer being a member in good standing.

Restoration

- CHSA believes God uses discipline to restore players and families. Thus, the goal of any discipline is reconciliation and repentance.
- At times, CHSA may deem a family no longer a member in good standing and ask the family to leave CHSA. When this happens, the Board will provide the family with a path of restoration that would enable them to rejoin CHSA.
- During this restoration process, the Board encourages all families and people affected to follow the Conflict Resolution Policy.

Coaches Training and Requirements

Coaches are a valuable part of our organization. We are a volunteer organization and cannot operate without our Coaches and Parent Coaches. CHSA wants coaches that desire to lead their team spiritually and in sports development. As such, according to budget, time, and availability restrictions, CHSA will attempt to train coaches and assistant coaches whenever possible. Coaches are encouraged to seek the guidance of the Head of Coaches for their program as needed for support, training, and direction.

- Coaches must desire to lead their team spiritually and in sports development.
- At its discretion, the Leadership team may decide to pay coaches who do not have children participating in the program.
- Parent Coaches are not paid, but coaching does count towards the family Volunteer Commitment.
- Coaches must complete a background check and be cleared and approved by the Head of Coaches and Vice President.
- Coaches are recommended by the Heads Coaches of each program and approved by the Vice President.
- Coaches must be members in good standing.
- Coaches are responsible for being at practices and games for their teams.
- Coaches must follow the Conflict Resolution Policy when issues and situations arise.
- If Coaches cannot attend a practice or game and needs a replacement, they need to talk with the Head of Coaches and Vice President to find a replacement.
- Coaches should remove their players from any situation they deem unsafe for their team, whether a game, tournament, practice, or outing. This danger could be physical, mental, or emotional.
 - After the players are safe, please notify the Head of Coaches and the Vice President about the situation.

Signature Page

I _____ (print name) acknowledge that I have reviewed each policy listed below, and that by signing below and initialing each line, I am agreeing that my family will honor the requirements and information outlined in each section. I understand that to be a member in good standing and for my player(s) to participate, I must sign and initial this page as well as return it at registration or at my time of registration to be considered registered for whatever sport my family is signing up to participate in at this time.

Sport _____

Season _____

Player Name _____

Player Name _____

Player Name _____

Player Name _____

Player Name _____

Player Name _____

- _____ Who We Are
- _____ Statement of Faith
- _____ Statement on Gender, Marriage, and Sexuality
- _____ Board of Directors
- _____ Board Nominations
- _____ Player Information
- _____ Fundraising
- _____ Volunteering
- _____ Physicals
- _____ Eligibility
- _____ General Tournament Information
- _____ Team Formation
- _____ Code of Conduct
- _____ Conflict Resolution Policy
- _____ Disciplinary Action Policy
- _____ Coaches Training and Requirements
- _____ Signature Page (turned in at Registration)

Signature: _____

Date: _____