

# EVAC Coaching Packet

“For His Glory”

Updated October 2017  
East Valley Athletes for Christ

## INTRODUCTION

The EVAC coaching packet provides EVAC volunteer coaches with a clear understanding of their responsibilities to EVAC as a whole, to individual players, to parents and to the EVAC Board. Questions that arise during the course of a season that are not covered in this packet will be referred to the EVAC Athletic Director for resolution.

East Valley Athletes for Christ is a non-profit organization that exists to provide home school youth an opportunity to compete in athletics in a Christ-like fashion. EVAC coaches must apply for this volunteer position and be approved by the EVAC Board. EVAC coaches serve at the pleasure of the EVAC Board and may be dismissed by the EVAC Board if the coach does not adhere to all areas of this coaching packet.

EVAC encourages high level athletic competition by all coaches and players in practice and games. This competition is not a “win at all costs” philosophy rather an attitude of sportsmanship, intensity, spiritual humility and a Christ-like attitude. Coaches are expected to do their best to prepare teams to give 100% effort, use strategy, play by the rules and present themselves in a manner that honors Jesus Christ on and off the court or field.

The EVAC Board realizes the tremendous sacrifice our volunteer coaches make for our athletes. One of the goals of the Board is to provide guidance and oversight but not to interfere with the coach’s freedom to coach during practices and games. Coaches are expected to be an example for players in character and spiritual growth. Coaches are encouraged to engage in Christian devotions when time permits and prayer before and after practices and games.

EVAC competes in the Canyon Athletic Association and will adhere to their constitution and rules at all times during the season.

ALL EVAC FORMS REFERENCED IN THIS PACKET WILL BE AVAILABLE UNDER DOWNLOADABLE FILES ON [WWW.EVACSPORTS.ORG](http://WWW.EVACSPORTS.ORG)

## MISSION STATEMENT

East Valley Athletes for Christ (EVAC) is an association of homeschool families dedicated to exemplifying Christ while participating in athletic competition. It is the goal of EVAC to encourage the hearts and minds of the participating homeschool youth in the love and likeness of Christ.

## EVAC STATEMENT OF FAITH

We believe the Bible is the inerrant, inspired Word of God and that it is our final authority in all matters.

II Timothy 3:16-17 – II Peter 1:20-21

We believe God is a person, eternally existing as the Trinity in unity – Father, Son (Jesus Christ), and Holy Spirit – three persons, one God.

Matthew 26:19 – I Corinthians 8:6

We believe in Jesus' virgin birth, sinless life, miracles, and atoning death through His shed blood and His bodily resurrection.

Luke 1:30-55 – John 1:1-15

We believe man was created in the image of God; but fell into separation from God through sin, bringing death to all men.

Genesis 2:16 – Genesis 3:16-19 – Romans 5:12 – Romans 3:10-23 – Romans 6:23

We believe that God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

Gen. 1:26-27

We believe God ordained marriage to be the union of one man and one woman

Genesis 2:24

We believe salvation is a free gift from God for “whosoever will call upon the name of the Lord.” It is by the grace of God, through faith, not any works of any man. Salvation is received through faith in Jesus Christ and His finished work.

Ephesians 2:8-9 – Acts 16:31

## EVAC PLAYER ELIGIBILITY

EVAC is a sport association for home school students. A home school student is defined by EVAC as a student whose total educational experience is directed by the student's parents. In addition, the following eligibility statements are from the Canyon Athletic Association to which EVAC belongs.

Players must take no less than 51% of their schooling through the school’s curriculum. Students must be enrolled in 3 core curriculum classes at their school in order to be considered eligible for that school. In a student's last year of high school, they are only required to take as many classes as necessary to complete their graduation requirements in order to be considered eligible.

### COMMUNITY COLLEGE CLASSES AND EVAC PLAYER ELIGIBILITY:

The EVAC Board of Directors, charter schools, and the community college system recognize that high school students may earn both high school and college credit when enrolled in college classes (<http://www.mc.maricopa.edu/students/dual/pdfs/DEInstructionPacket.pdf>). All college classes a home school student takes may be counted for home school credit to fulfill CAA eligibility requirements for home school student. The situation is similar to a student attending a CAA affiliated charter or private school and taking college class through the school. However, if college credits are taken through a charter or private school they would be counted as high school credits from that school and may not be counted toward total home school credits for the purpose of determining eligibility for EVAC.

## CODE OF CONDUCT FOR EVAC COACHES, PARENTS AND PLAYERS

We believe that athletic competition should demonstrate high ethics and sportsmanship and promote the development of practical biblical character and life skills. We believe that the highest potential of sports is achieved when each player is committed to pursuing victory with honor through biblical character. This code applies to all student athletes, coaches, and parents. These qualities include but are not limited to: integrity, honesty, reliability, loyalty, respect for others, self-control and encouragement toward all team mates, coaches, parents, officials, opposing teams and any others. These qualities are expected to be exhibited in all situations where EVAC is represented, including in our communications, whether that is in-person, or via phone, or online/social media. Students, coaches, or parents that continuously conduct themselves in a way that reflects negatively on the team or organization could be dismissed from participating.

Violations of the EVAC Code of Conduct are to be brought to the person most directly in the line of authority to the violator. Coaches and parents are the authority in situations that involve players. Where necessary, a situation that cannot be handled by a coach or parents is to be brought to the AD and then to the board of directors.

## EVAC TEAM/COACHES FINANCIAL POLICIES

Budgets:

1. Each coach will be given a budget template (Excel spreadsheet) for their season that is based on expenses incurred in the previous year.
2. Individual team budgets should be submitted for approval to the EVAC Athletic Director and Treasurer prior to the start of the season.
3. Team budgets must balance such that the expenses shall not exceed income.
4. Any known or anticipated donations should be identified as part of the budget process. Ideally donations will be received (check or online payment) or identified (email or letter from donor with specific pledge) prior to finalizing the team budget.
5. Individual team budget will be maintained by the EVAC Treasurer and will be accessible to team coaches for periodic review on request.
6. As the season progresses, coaches must notify the EVAC AD and Treasurer as soon as possible if expenses are expected to run over budgeted amounts.

#### Player Fees:

1. Player fees will be calculated based on the completed team budget.
2. Fees for each participant should be collected prior to the team's first game.
3. Player fees must be submitted to the EVAC Treasurer within 1 week of the team's first game.

#### Expenses:

1. Any expense over \$250 must be authorized by the AD.
2. Any unbudgeted expenses must be authorized by the AD.
3. When possible, items should be invoiced to EVAC for payment by the Treasurer.

4. Approved expenses paid for directly by coaches will be reimbursed. Reimbursement requests (using the expense reimbursement form) should include a copy of receipt (or payment if receipt is not available) for goods and/or services provided.

Donations:

1. All donations for EVAC teams shall be submitted to the Treasurer for credit to the team's account.
2. Coaches are not authorized to provide donation receipts for tax purposes. All donation receipts will be issued through the Treasurer.

## COACHES RESPONSIBILITIES - CHECKLIST

### PRIOR TO SEASON STARTING

- Secure an assistant coach** if at all possible, **especially at the varsity levels.**
- Complete **CAA coaching requirements** (Details on CAA website)
  - a. **One time** for entire career no matter the sport: **NFHS coaching course** (2-4 hours). Cost is \$35, reimbursable by EVAC.
  - b. **Every other year: Concussion training course**
  - c. **All assistant coaches (anyone who will be on the bench/sideline) must complete both courses**
- Establish your team roster and notify any players who did not make the team personally via email, text or phone call.**
- Submit roster and coach contact info to the current athletic director for approval and upload to CAA website prior to the CAA due date. Games will be suspended until roster is submitted.**
  - a. **Roster MUST BE uploaded to CAA before first game. All games played without correct roster on CAA site will be forfeited**

- b. Rosters can be changed until about mid-season but the process is not simple.**  
**Make every effort to have a complete and accurate roster before first game.**
- Once roster is approved by the AD, submit it to the current EVACsports.org webmaster.**
- Submit a budget for your season to the AD and Treasurer.**
  - a. *A draft budget based on previous seasons' expenses will be provided by the Treasurer. Complete the budget to the best of your ability. You may revise your budget as the season progresses.*
  - b. *Submit budget to the AD for approval prior to start of team practices. Your team will not be allowed to practice until your budget has been submitted.*
- Purchase any necessary equipment as approved in your budget.**  
*Be sure to turn the receipts in to the Treasurer. Other purchases may not be reimbursed.*
  
- Secure gyms or fields for practices and games.** More complete details in following section.
  - a. *You will need a copy of EVAC's insurance policy at the beginning of each year or when using a facility that is new to EVAC. You can obtain this from the AD or Treasurer.*
- Collect player paperwork and submit to designated board member within first week of practice.**
  - a. *All players must submit paperwork on or before the first practice including:*
    - i. *Annual Registration (Once per school year August-May)*
    - ii. *Birth Certificate (one time for entire EVAC career if collected during '15-16 season or after)*
    - iii. *For High school sports, all players must declare a grade that can not be altered. From the time a student is classified a Freshman, he/she will have 4 years of eligibility.*
    - iv. *Sports Registration/Medical Release form (for each sport)*
    - v. *Concussion Class Certification (once per school year August-May)*
    - vi. *Player Fee*
    - vii. *Uniform Deposit (to be given to the Treasurer to hold)*
- Collect player fees. All fees must be received in full prior to the first game of the season.**
  - a. *Player Fees*
    - i. *Unless otherwise approved by the Treasurer, player fees are due in full at the beginning of the season.*



- ii. *In cases where fees are higher and the season runs longer, the Treasurer may work with teams to split fees into two payments.*
- b. *Uniform Deposit*
  - i. *A separate check must be obtained to cover the cost of assigned uniform. Deposit checks will be returned when the uniform is returned in appropriate condition.*
  - ii. *It is the Treasurer's responsibility to keep these checks until the end of season when they are either returned to the parents or deposited if uniform is not returned.*
- c. **PLAYERS ARE NOT ALLOWED TO PARTICIPATE IN GAMES UNTIL ALL PAPERWORK AND FEES HAVE BEEN RECEIVED.**

**Schedule games.**

The coaches are responsible for scheduling games in all sports except basketball. With basketball, the AD is responsible for scheduling games.

**For all sports (except basketball) coaches should:**

- a. The CAA will provide a list of in conference and out of conference games that are mandatory games. Coaches can schedule additional out of conference games at their discretion up to the league allowed maximum.
  - i. The AD can assist in this process as needed.
- b. Once the schedule is complete, send the schedule to AD for upload to Arbiter and the CAA website.
  - i. Note: Having the AD responsible for upload to CAA website will serve as a "check and balance" on the accuracy of the information.

**For basketball, coaches will support the AD efforts by:**

- a. **Notifying AD of blackout dates or timeslots to be avoided** for games.
- b. **Defining a "not before date"** for when coach wants first game of the season.

**Add your practices to the website by being granted access to the Google Calendar by the current webmaster.**

- a. *Your scheduled games will automatically be populated onto EVACsports.com through the CAA.*

**Order practice T-shirts** or give sizes to the volunteer in charge of apparel if there is one.

**Have a parents' meeting** at the beginning of the season.

- a. **Make sure parents understand EVAC philosophy and expectations.**
- b. **Clarify your specific plans and expectations for your team.**

- c. **NOTE for Basketball:** this is not a substitute for the EVAC wide parents meeting that is held at the beginning of basketball season. Parents should be asked to attend both meetings if possible.
- Solicit a team mom** to help with administrative type duties like organizing people to collect fees and paperwork, keep score, run the clock, line judge, take pictures, organize team
  - a. FINDING A PARENT (team mom) TO HANDLE ADMINISTRATIVE ISSUES WILL IMPROVE YOUR COACHING EXPERIENCE.
- Solicit parents to be in charge of fund raising** if they want to offset player fees or raise money for special tournaments or trips.

### DURING SEASON

- The home team is responsible to post scores to the CAA website within 24 hours of games.
  - a. AD will provide details on how to complete this simple task.
- Communicate effectively** with parents and players during practice, games and via email or text (this is where a team mom can make all the difference). **You cannot over communicate.**
- Turn in receipts to Treasurer** for approved expense reimbursement.
- Keep the EVAC website updated** with changes in your practice schedule and double check that any game changes were accurately transferred from the CAA correctly.
- Monitor the CAA website to ensure it is accurate and up to date.**
- Communication with CAA
  - a. **Inform the AD of changes to your schedule** that need to be communicated with CAA (via email or phone call).
  - b. You should only contact CAA representatives directly if communication is urgent and AD is not available.
- Referees
  - a. All referee payments are performed by Treasurer per the CAA requirements.
  - b. Notify AD and Treasurer within 24 hours if there is a reason to suspend payment to a referee (e.g. did not show).
- Report any officiating challenges** to the AD within 24 hours of game.

PROVIDE YOUR CHALLENGE IN A WRITTEN FORM AND PROVIDE ANY ADDITIONAL DOCUMENTATION AS APPROPRIATE (VIDEO, ETC.)

### AFTER THE SEASON

- ❑ **Be sure all receipts have been turned in to the Treasurer.** Expenses not submitted within thirty days of the season ending, will not be reimbursed.
- ❑ **Collect uniforms at the end of the season.** Ask parents if they would like their deposit checks to be destroyed or returned to them as uniforms are returned in appropriate condition. Notify the treasurer of how to proceed with each family's checks. If a uniform is missing, inform the Treasurer so that the check can be deposited. Give uniforms to AD or equipment manager to store for next season.
- ❑ **Thank all parent volunteers** for helping with your season. It is customary to have a team party which can be organized by you, the team mom or another parent on the team.
- ❑ **EVAC annual banquet. All teams are honored at an annual banquet (which is typically held in May). Coaches are expected to provide a short presentation for their team and season.** AD will provide additional details about expectations.

## RESOURCES

<http://www.fca.org/> - Fellowship of Christian Athletes

<http://www.hspn.net/default2010.asp> National Home School Sports Website

[www.azacaa.com](http://www.azacaa.com) Arizona Canyon Athletic Association

[https://www.responsiblesports.com/responsible\\_coaching/default.aspx](https://www.responsiblesports.com/responsible_coaching/default.aspx) Responsible Coaching website with excellent resources on coaching tips.

<http://www.y-coach.com/> Christian Coaching Resource