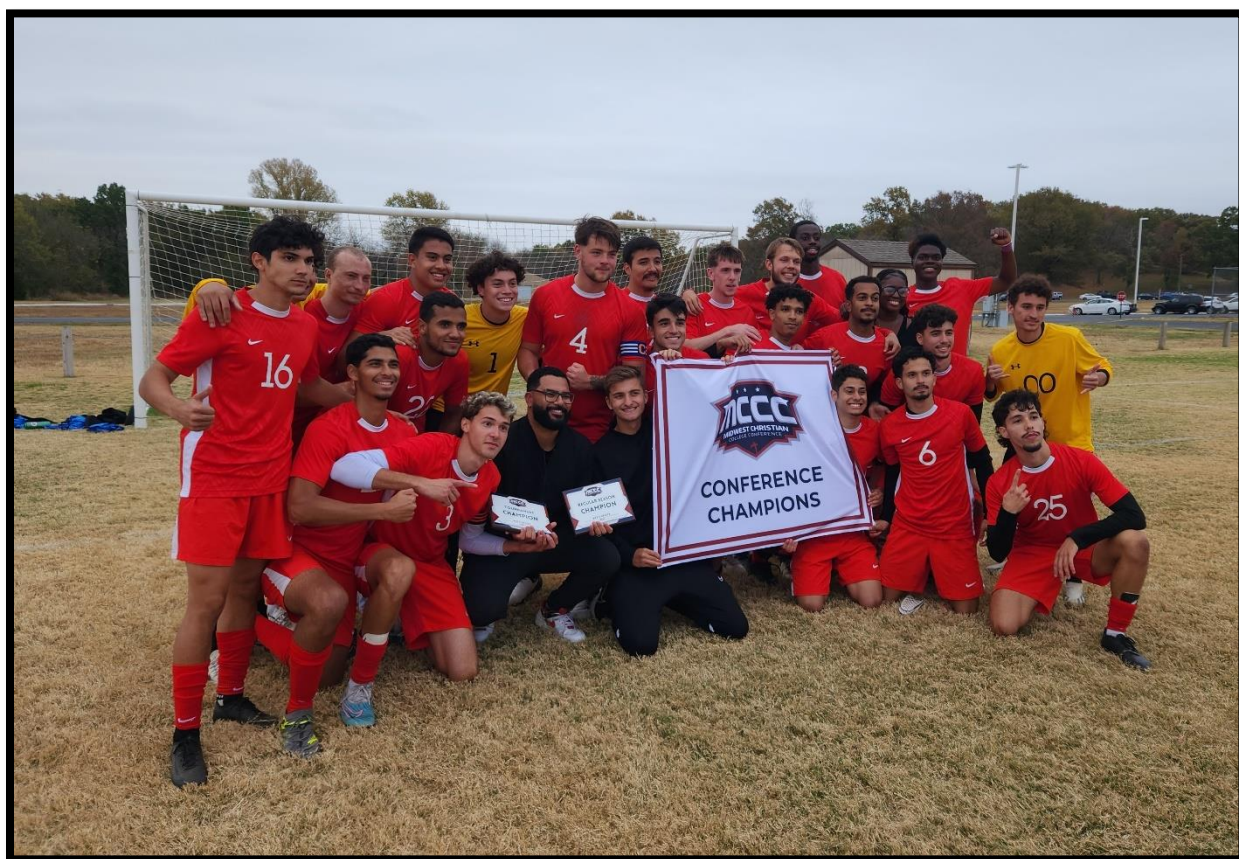


# Barclay College

## Intercollegiate Athletics

### Handbook



#### *Mission Statement*

*“Preparing students in a Bible-centered environment for effective Christian life, service and leadership.”*



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*Barclay College employs individuals without regard to race, color, national or ethnic origin, age, gender, or physical disability. It does not discriminate based on race, color, national or ethnic origin, age, gender, or physical disability in the administration of its employment policies or employee-related programs.*

## **DEFINITIONS:**

**President's Cabinet:** President, vice-presidents, and anyone assigned as direct reports to the president of the institution.

**Student Service Cabinet:** VP for Student Services, Resident Directors, Director of Enrollment Services, Chaplain, Director of Fine Arts, Director of Intramurals.

**Administrators:** Refers to management employee who oversee departments or programs.

**Faculty:** Employees of the college whose primary duties are teaching and other faculty services.

**Full-Time Contract Employee:** An employee who regularly works at least 40 hours per week for the College. Faculty on nine-month or similar contracts are also considered full-time.

**Part-Time Employee:** An employee who regularly works 20 hours per week or less for the College.

**Employee or Employees:** Generic terms referring to any or all employees of the college.

**Coaches:** Individuals who oversee a sport that is officially designated with the Mid West Conference of Christian Colleges and/or the NCCAA.

**Staff:** All employees of the college not employed as senior management, administrators, or faculty.

**Supervisors:** All employees having oversight responsibilities for the work of one or more additional employees.

**Student Employees:** Students who serve the college in various capacities for reimbursement.

**Student Athlete Recruit:** A potential Barclay College student who is contacted and mentored by a coach prior to the student submitting an application to the college. A coach is listed as the 'lead' contact in Populi.

## **SECTION I: STATEMENT OF FAITH**

### **Mission Statement**

*The mission of Barclay College is to prepare students in a Bible-centered environment for effective Christian life, service, and leadership.*

### **Statement of Identity**

*Barclay College bases its existence in a rich history of evangelical Friends tradition. Barclay College is an evangelical Friends school which accepts and embraces persons with evangelical Christian beliefs from a variety of denominational backgrounds.*

Board of Trustees 2006

### **God**

We believe in one God, revealed through the Holy Bible in the person of Jesus Christ; that He is both the creator and preserver of all things visible and invisible; that He alone is worthy of worship both now and forevermore; and that in the unity of the Godhead there exist three persons, Father, Son, and Holy Spirit, inseparable in divinity, power, glory and eternity.

### **Jesus Christ**

We believe Jesus Christ to be the only-begotten Son of God; that He was conceived by the Holy spirit and born of the virgin Mary; that He is the express image of the invisible God; and that He combines within Himself both the nature of God and the nature of man in one perfect and indivisible personality; fully God and fully man.

We believe that He was crucified as an atonement for the sins of the whole world, making provision whereby humanity could find the forgiveness of sins and the power for a new life and be brought back into a perfect relationship with the Father.

We believe that He arose from the dead and then ascended to the right hand of God. He is now making intercession for us and will come to earth again to receive His Church unto Himself and to judge the world in righteousness.

### **Holy Spirit**

We believe the Holy Spirit to be the third person of the Godhead, proceeding from both Father and Son, but equal with them in authority, power, and glory. He convicts the world of sin, imparts life to the penitent believer, sanctifies the child of God, and enables one by His indwelling presence to love God supremely.

### **The Holy Bible**

We believe that the Holy Scriptures were given by the inspiration of God; that there can be no appeal from them to any other authority whatsoever; that they are fully sufficient

to make one wise unto salvation through faith that is in Jesus Christ; that the Holy Spirit who inspired the Scripture must ever be its true interpreter as He works through the disciplined and dedicated minds of those within His Church; that any professed guidance that is contrary to these Scriptures must be counted as a delusion.

## **Humanity**

We believe that God created humans in His own image; that they enjoyed unbroken fellowship with their Maker; and that their whole life is centered in the person of God. We believe that humans fell from this original state by an act of transgression; that in this fall they suffered the immediate loss of their perfect relationship to God, making self the center of life; and that in this act they suffered immediate spiritual death. In this disposition to sin, all people are born. We own no principle inherent naturally in people by which they may be saved, except by the grace of our Lord Jesus Christ as a provision for all humanity.

## **Salvation**

We believe that by the grace of our Lord Jesus Christ and by the direct and immediate agency of the Holy Spirit, a person may be recovered from the fallen state through divine enlightenment, forgiveness of sin, regeneration and sanctification of affections, and the final glorification of the body; that in this life a person may love God with all one's heart, soul, mind, and strength; that one may live in victory over sin and enjoy unbroken fellowship with the Father; and that once more one's whole life may center in and revolve around one's Creator and Father.

We believe sanctification to be both a crisis and a process. As a crisis, sanctification is accomplished by the baptism with the Holy Spirit in the life of a dedicated and believing child of God, in which the heart is cleansed from an imperfect relationship and state. As a process, sanctification continuously disciplines the life into paths of holiness. We believe that the baptism with the Holy Spirit (entire sanctification) is the work of God's grace by which the affections of people are purified and exalted to a supreme love of God, and the believer is empowered to witness to the living Christ.

We believe that, by the grace and power of God, through faith in the crucified Christ, the believer is assured of eternal life with the Triune God, and that no power on earth or in heaven can sever that relationship against the will of the believer. We believe, however, that by full choice a child of God can return to that sinful state from which he/she had been lifted. Such apostasy destroys not only his/her fellowship with God, but also the eternal life with which he/she had been endued, so that for him/her remains only the eternal death of the unbeliever. However, such is the grace of God that, so long as life in the body remains, the prodigal may, through repentance, confession and renewed faith, return to "the Father's house" and be fully restored to eternal life and fellowship with Him.

## **The Church**

We believe that all those persons who repent of their sins and believe in Jesus Christ as their Savior are born again into His kingdom by the Holy Spirit. These constitute the Church universal of Jesus Christ. We believe this Church is spiritual in nature, universal in scope, holy in character, and redemptive in its life and purpose.

We believe that wherever two or three are gathered together in the name of Christ, He is truly present in the person of the Holy Spirit and that such an assembly is a local church, the visible expression of His body, and the Church universal.

We believe that every believer should relate him/herself to the local and visible body of Christ, being fitly framed together with others into a holy temple in the Lord and built for a habitation of His Spirit.

## **Christian Work**

We believe that in the church, the believer is committed to both the worship and the work of God. This work involves not only personal righteousness as the fruit of a new life, but also the ministry of evangelism and teaching. The commission of Christ for every believer involves the stewardship of the kingdom, which is fulfilled only by faithful service in and through the fellowship of His Church. This work is continuous until Christ comes again calling the Church unto Himself. We believe that all Christians are called upon to witness by word and deed within a sinful world, not returning evil for evil, but in Christlikeness demonstrating love, forgiveness, and the way of peace.

We believe that in the fellowship of His body, the Holy Spirit gives to every member gifts of ministry to be exercised for the mutual advantage of every other member in the body, and for the influence of the Church upon those outside. There is a ministry that is such a gift given to certain ones whom God calls and ordains for leadership in His Church.

## **Resurrection and Judgment**

We believe in the second coming of Christ: that at His coming the dead will be resurrected, some to everlasting glory and others to everlasting shame; that we will all stand before the judgment seat of Christ to receive recompense for the things done in the flesh. The judgment of the blessed will be life everlasting in heaven, and the judgment of the lost life everlasting in hell. Judgment is in the hands of our compassionate Redeemer, who does all things after the counsel of His wisdom, love, and holiness.

*From the Constitution and Bylaws of the Barclay College Association Inc. (p. 15 – 17)*

## **Section II: ATHLETIC DEPARTMENT POLICIES**

### **Institutional Goals**

Two primary goals guide the development and practices of Barclay College's educational and ancillary programs. Both goals are reflected in elements of the College's mission statement, as noted below.

*Prepare students in a Bible-centered environment* inspires the primary undertaking of the College is education with an integrated biblical perspective. Barclay College strives for academic and spiritual excellence by providing an environment that encourages higher levels of inquiry and learning. Bible instruction, the integration of biblical principles across the curriculum, general education, and professional preparation are emphasized to ensure that the College accomplishes the first major goal: assisting each student in developing a Christian world view and a collegiate level of knowledge and intellectual curiosity appropriate to college graduates generally and to their chosen field specifically.

*Effective Christian life, service, and leadership* shapes the quest of Barclay College to view its mission as broader than simple preparation for a career or helping students acquire knowledge. Rather, the college desires to assist students in knowing God, and from that relationship constructing meaning and understanding that will inform all of life's endeavors. Therefore, the calling of the college is to help students find their calling. The second major goal of the College, then, is graduating men and women who can be generally characterized as biblically literate, prayerful, mission-minded, servant-oriented, evangelical Christians whose distinctive voice can speak effectively into the complex issues of our society. Students who are able to provide leadership to the church at large and in various professional fields.

Finally, Barclay College invests in the character of its students, seeking to instill virtuous behaviors that will guide them in life. The skill of life in our mission is anchored in the virtue of respect for others (Phil. 2:3). The life skill of service is anchored in the virtue of responsibility, that I will do the right thing (Phil. 4:8). The life skill of leadership is anchored in the virtue of humility (Micah 6:8).

### **Core Values**

The uniqueness of the student athlete experience is the testing of their core character in the heat of competition in full view of the on-looking public and other athletes. Once the completion begins the character of each individual athlete quickly becomes apparent. Words become irrelevant as the actions, behavior, and reactions quickly reveal the true heart condition of the participant. Not only that, but often the spectators, caught in the heat of the event, also reveal much about their inner personal qualities. The old saying, "Actions speak louder than words," is never more true than at sporting events.

The core values that underpin the mission of *life, service, and leadership* in the student athlete experience at Barclay College are,

**Life - Core Character Trait is Respect.** Always demonstrate care. To hold to the historic Quaker value that life is sacred (sanctity of life). To be able to disagree with yet remain respectful of the other individual(s).

*"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves,"* Phil 2:3

**Service - Core Character Trait is Responsibility.** To do what is right. Be a person of integrity, a person of your word. Be responsible for yourself and fulfill your commitments and covenants that impact the people around you. Live what you preach.

*"All you need to say is simply 'Yes' or 'No' anything beyond this comes from the evil one."* Matthew 5:37 NIV

**Leadership - Core Character Trait is Humility.** Act, knowing God is always there. Great leaders share the common quality of humility. It is God who orchestrates our lives. Knowing this keeps us in a right frame of mind. He is always ahead of us and everything happens for a reason.

*"He has told you, O man, what is good; And what does the LORD require of you But to do justice, to love kindness, And to walk humbly with your God?"*  
Micah 6:8 NASB

## **Philosophy of Education and Athletics**

The college believes that true education must begin with God and His direct revelation to humanity through the Bible. Understanding that all that is has proceeded from God gives meaning and coherence to all other inquiry. Education, then, is a process directed by God in which the individual acquires knowledge or skills that contribute toward a greater understanding of, and ability to accomplish, the purposes of God for the individual and for humanity generally.

We believe that effective education contributes to all areas of the individual's life, giving the educated person increased ability to live a life that is orderly, peaceful, purposeful, productive, and in harmony with God. Education should reveal to the student that God's involvement with humanity and with the physical creation is comprehensive and personal. Ultimately, the focus brings teaching, scholarship, and service together for a common goal. The formation of this coherent Christian world view produces individuals who are increasingly characterized by a Christ-like love for all people and a desire to be

involved as a steward in work which contributes to the management and care of the physical creation and the physical and spiritual welfare of humanity (see Core Values).

We believe that one of the richest experiences a student can have is to participate in competitive sports and recreation. L.S. Vygotsky, the Russian psychologist, believed that play was the ultimate setting for creative expression. During play the individuals experience roles, changing roles, innovation, alternating moments of personal successes and personal failures, companionship, and inspiration to dream and act in a given time and space. Educational institutions of all kinds have used sports as a platform to challenge students beyond the boundaries of their intellectual comfort zone. For the Christian, Christ is the creator and innovator of each life and gifts each with endowed gifts to fulfill a unique calling. Play, through organized sports, reaches into the full scope our humanness; physical, emotional, social, intellectual, spiritual. The great sports commentator Howard Cosell said, *“Sports is human life in microcosm.”*

## **Adding Intercollegiate Sports**

- The athletic department may add sports to the offerings at Barclay College.
- To add a sport, the VP for Student Services and Athletic Director will assemble a task force to assess the potential for successful recruiting of student athletes to form a team.
- A timeline for successful initiation of the sport, revenue/expense budget, and the feasibility study will be presented to the President’s Cabinet for approval.
- Upon approval by the Cabinet, the Athletic Department can initiate their plan for launching the sport.

## **Keys**

Appropriate keys will be issued to personnel upon employment. Administrators and staff are responsible for all keys issued to them. Keys may not be copied, and may not be loaned to students or other employees. Transfer of keys from one person to another must be done only through the appropriate office in order to keep key records in order. Employees are charged \$25.00 for lost keys.

## **Game Day Safety, Security, and Facility Stewardship**

Planning for the game day event is essential for a safe and secure experience of both the athletes and the spectators. The AD and coaches are responsible for helping insure balls, equipment, field or court, and buildings are cared for and kept secure. Spectators should not be on the field or court before games or at halftime. A manager or employee should be assigned to secure equipment and balls pre-game and at halftime except for participating athletes.

The safety of all members of the campus community is everyone's responsibility and concern. Good safety practices are encouraged. Any injury incurred on the job must be reported immediately to the HR Specialist.

Employees are responsible for helping insure that offices, classrooms, and buildings on campus are cared for and kept secure.

## **Tobacco, Alcohol, and Illegal Drug Products**

In order to assist each member of the college community in maintaining good health and a vital Christian testimony, and to assist with developing the overall well-being of the campus community, Barclay College is a tobacco, alcohol, illegal drug-free college on the main campus and at all extension sites.



### **SECTION III: STUDENTS IN COMMUNITY AT BARCLAY COLLEGE**

The trustees, president's cabinet, administration, faculty, and staff desire that Barclay College should be an institution characterized by a Christian community. At Barclay College, the Christian community is viewed not as some unattainable ideal, but as a reachable (if never perfected) objective that can be achieved by diligent pursuit of those biblical principles and practices that result in the development of genuine Christian fellowship. Because we are by design or God's provision a group with diverse perspectives, the pursuit of such a community demands constant practice, dialogue, and reaffirmation of the College's mission. However, the challenges, differing points of view, and even disagreements we may encounter along the way do not deter us from the mission or indicate failure. Rather, they are marks of a genuine effort to seek the truth and live in it.

In order for the community of Barclay College to function in a Christian manner, it is essential that all the citizens of the community commit and continually recommit themselves to "lead a life worthy of the calling with which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace." (Ephesians 4:1-3)

The community of believers in Christ rests on a foundation of spiritual relationship rather than legal contract. Community standards and rules are adopted at Barclay College in an effort to create a quality institution that provides a high level of service to its students, the emphasis properly remains on mutual submission to one another, mutual encouragement, fellowship, forgiveness, deference to others, speaking the truth in love, and other characteristics of healthy Christian relationships. (Eph. 5:21; 1 Thess. 5:11; 1 John 1:7; Eph. 4:32; Phil. 2:3-4; Eph. 4:15) Biblical standards, principles, and precepts are regarded as directives to be put into practice, and the Barclay College community looks to God and His Scriptures in the Holy Bible as the final authority for faith, life, and practice.

In a Christian community, handbooks, contracts, work agreements, and other documents serve not as the foundation for relationships and mutual commitments, but as tools to record and specify the details of such commitments. The commitments themselves founded in Christian relationship based upon each individual's commitment to God through Christ, the collective commitment to Christ of the community as a whole, and the shared commitment to the College's mission, which each member of the community affirms and works to accomplish. The creation of genuine Christian community at Barclay College is not an idealistic dream, but a practical reality in which every member of the College will invest and persevere.

## **Section IV: COACHES IN THE BARCLAY COLLEGE CULTURE**

Every institution has its unique culture. Barclay College is no different. Being in a small, connected community presents its own challenges. It's hard to disappear in a small town. Everyone knows you even though you don't know everyone. People know, "He/She works for Barclay College." This kind of identity presents great opportunities but also has its drawbacks. Here are some BC cultural distinctive our coaches need to be aware of to thrive in a rural region.

**Everyone knows you and your 'stuff.'** People see you in Haviland, Greensburg, Pratt, Wichita, Dodge City, and beyond. You should represent Barclay College the same way you always represent Christ.

**Support the community.** Coaches and players want the community to support them but it goes both ways. The community wants to see that you support their life as well. Small communities have great pride. The greatest community collectors in Haviland are the two churches, the Friends Church and the Methodist Church. You and your players are to attend weekly worship services somewhere and participate as you can. You can watch the attendance at games rise and fall with the attendance of our coaches and players at community services and events.

**Live my faith.** People are watching, especially during competition. Barclay College coaches are to treat fans, opponents, and especially our players with dignity and respect. Everyone loves to see intensity guided with integrity. Inappropriate language or behavior is unacceptable and not tolerated.

**The Barclay College community.** Much of what is said about the larger Haviland community is equally important within the BC family. We are a family and we have a collective responsibility to each other, our society, and our world. Coaches and players are required attend chapel. The Athletic Director is expected to attend faculty meetings when he does not have a game on campus. As a family, we want to participate in the events and successes of other students and faculty. Attending recitals, holiday event celebrations, the Barclay College Sale, the Barclay College Theatre productions, choir programs, etc. will help to make our culture special. Students will not thrive in a bubble in the real world and they will not thrive in a bubble while in college. Our coaches are responsible to encourage their athletes to take part in and become involved in the Barclay college student life, not just their own little world. Lead by example.

### **Responsibilities of Coaches**

1. Coaches will communicate the expectation to their student-athletes that
  - a. The development of Christian faith and habits are the highest priority of our programs. This includes leading in the classroom and on campus, attendance in chapel, attendance at Sunday morning worship services, and being an active participant in the Haviland community.

- b. Academics are important and achieving the bachelor's degree is the ideal outcome of the student's attendance at Barclay College.
2. Coaches will be evaluated at the conclusion of their season with the Athletics Director and/or the VP for Student Services.
3. Coaches will have the inventory of all equipment and uniforms filed with the Athletic Director by Dec. 1 (Fall Sports) and April 1 (Winter Sports).
4. Coaches will assure all game contracts are signed by the Athletic Director, are in compliance with Barclay College policies, and are filed appropriately.
5. Coaches will make sure that all recruiting, practices, games, etc. are conducted within the policies of Barclay College, Midwest Conference of Christian College, and the National Christian College Athletic Association.
6. Departmental meetings: A departmental meeting of all head coaches will be scheduled at the beginning of each semester, or at any time deemed necessary by the Athletic Director. The meeting will be directed by the Athletics Director and/or VP for Student Services. Assistant coaches are encouraged but not required to attend. Topics in meetings typically will include,
  - a. Fall Meeting: discussion of recruiting year, review of MCCC and NCCAA policies for the year, goals for shaping our student-athletes' habits and behaviors, Chapel, church attendance, coaches as models, travel policies, strategies for student success in the classroom, eligibility, transfer documentation for NCCAA
  - b. Spring Meeting: Review of fall, policies for scheduling next year's sports, review eligibility process and strategies, assess sports outcomes, recruiting strategies, next year's schedules due to AD by May 1, compiling events for annual Calendar Meeting in May. Establish the Institutional Day Off Policy (NCCAA) for the next year for publication on the website.

## **Recruiting**

Consistent with the College, the Athletics Department is committed to the quest for excellence in all areas and to the highest standards of integrity, ethics, faith, and honesty. Barclay College will conduct all recruiting activities in accordance and in compliance with all MCCC, Barclay College, NCCAA policies, as well as state and federal rules and regulations. At Barclay College, our highest goal is to honor Jesus Christ in everything we do and each student recruit needs to know that about this college.

Prospective student-athletes and their families should be able to fairly and ethically assess their opportunities for academic and athletic success at Barclay College. To guide the staff, coaches, student hosts, and visiting prospective student-athletes, the Athletics Department has established the following policy to clearly state the College's

expectations for recruiting. To provide a meaningful framework for a prospective student-athlete and the College to make an informed decision about the prospective student-athlete's attendance and participation in the athletics program.

- Monitoring the recruitment of prospective student-athletes is the responsibility of the head coach and the V.P for Student Services.
- Coaches are responsible for selecting student hosts who will follow official visit policies, represent the institution and athletics department in a positive manner and provide a positive experience for a prospective student-athlete.
- Coaches are responsible for instructing their assistant coaches and student hosts about appropriate and inappropriate behavior and activities.
- During a prospective student-athlete's visit to campus, he/she will have the opportunity to visit with an academic official within their anticipated degree program.
- No personalized recruiting aids (such as personalized jerseys, personalized audio or video scoreboard presentations) or game day simulations are permitted.
- Head coaches are responsible for recruiting in a manner that is consistent with Barclay College policy and NCCAA.
- The Head Coach is responsible for staying within his/her budgeted allotment for recruiting.
- Head coaches should evaluate a prospective student-athlete's character and citizenship, and for recruiting individuals who will share the College's commitment to the highest standards of behavior, faith, and citizenship.
- Head coaches are expected to communicate the Barclay College academic requirements to prospective student-athletes and their parents/guardians.
- Head coaches are expected to communicate to prospective student-athletes and their parents/guardians, the expectations of behavior as well as spiritual and moral character prior to the official visit.
- If any coach receives information that a prospective student-athlete has any arrests, citations or incidents that would indicate a lack of character in his/her background, the coach is to make the Director of Athletics aware of those issues so that a joint decision can be made on whether or not to continue recruitment.
- Coaches are encouraged to hold a camp every summer of their sport for the surrounding community. They will work with the Haviland Rec. Director. That camp needs to be a minimum of 3 days/max of 5 days. Coaches will be reimbursed for their time. All camps for the summer should be scheduled no later than May 1.

## Philosophy for Recruiting Students for Athletics

- No individual shall solicit the attendance of a prospect with an offer of financial aid or equivalent inducement unless it is available to all student, athletic and non-athletic.
- Creating an exemplary athletic program takes consistent thought and planning in order to coach and manage a program. It is about building relationships with players and their families. The athletic programs at Barclay College will help build and mold players in every aspect of their college careers, be it on or off the field or court, or in the classroom. At every level, the Barclay College staff takes an interest in the students' lives.
- When recruiting a student, assure them they can be successful academically and personally. Look at everything, how she/he interacts with teammates, coaches, the opposing players, the fans, and even the referees. Barclay College athletic programs are about educating the whole person, physically, emotionally, socially, intellectually, and spiritually. We do not recruit students to be successful in sports; we recruit them to be successful in life.

## Recruiting Logs

Recruiting contacts, evaluations, and telephone calls with prospective student-athletes (and/or a prospective student-athlete's parents/legal guardians/relatives) by institutional staff is ultimately the responsibility of a coach to maintain an accurate account of all contacts with and evaluations of a prospective student-athlete and should be logged in Populi. These recruiting records/logs are submitted to the Director of Recruiting in order to ensure compliance with applicable rules.

## Traveling:

- Hotel reservations for teams will be made by the Athletic Director or VP of Student Services.
- Attach all transportation and lodging expenses/receipts to a purchase requisition form and turn in to the VP of Student Services.
- A maximum of **\$30.00 per day\*** for meals (suggested amounts \$8 for breakfast, \$11 lunch, and \$11 supper, these amounts are subject to change as determined by the Athletic Director). A purchase requisition for will be filed at least 3 days in advance to get cash for meals.
- If a personal credit/debit card is used, reimbursement will be given once receipts are submitted Barclay College.
- If receipts are not submitted within three days of returning, money spent will be taken out of the next paycheck of the coach.

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\* For most trips. Trips to certain metropolitan areas may qualify for a larger per diem allowance. Employees should check with their supervisors.

## **Signing Students**

A cover letter and the letter of intent will be delivered via email from the Director of Athletics. The coach will write a press release and post on the Barclay College Facebook page, Instagram, and Barclay College Athletics page.

## **Academic mentor**

Intercollegiate athletics and college studies are a full-time commitment by the student. Not only is the student expected to fulfill the academic obligations of all students, but also the obligations of being on a team and performing at a high level physically, emotionally, and spiritually. Travel, practices, games, and meetings add a tremendous load to the schedule of the young student-athlete. Long, cramped van rides to travel hundreds of miles in a few days, returning to campus in the early hours of the morning, and uneven sleep patterns are just a few of the challenges for the student-athlete. A few players may continue in a successful career as a professional athlete. However, Barclay College will strive to ensure that all players are equipped to be successful in life. The head coach is ultimately responsible to assist the student in reaching their potential academically as well as in their sport.

The head coach, along with the Athletic Director and others, will create ongoing academic assistance and support through tutoring, mandatory study halls, and weekly grade checks to monitor academic progress. The coach's compensation includes this responsibility both during and after the sport season has ended. Compensation is based on the minimum roster numbers. As roster numbers grow, so grows the responsibility of the head coach to oversee and monitor academic success and individual attention. Therefore, compensation adjustments are made for added academic monitoring when additional numbers of athletes are recruited for a sport beyond the minimum roster number. Academic compensation is set by the Athletic Director and VP for Student Services and approved annually by the President's Cabinet. This assures that no student-athlete is left behind.

## **Scheduling and Operations Standards**

To conduct all activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith and always in attempting to glorify God. We will use only those methods of promotion. To serve the mission and identity of Barclay College and its role in higher education.

### **Practice Schedules in Accordance with the MCCC Regulations**

- Not to exceed twelve hours and 6 days prior to the first game of the season, once classes have started.
- During the season, ten hours and 5 days. A game counts as two hours.
- No limits when school is not in session.

## Starting Dates for Scheduled Games

Volleyball and Soccer will only schedule games after the third Thursday in August (*NCCAA policies and procedures pg. 87 DII Sports Policies and Procedures*). While the NCCAA allows earlier contests per Barclay College's policies, games will not be scheduled before the second Thursday after the first day of fall campus classes begin.

Basketball will only schedule games after the fourth Thursday in October (*NCCAA policies and procedures pg. 87 DII Sports Policies and Procedures*). While the NCCAA allows earlier contests per Barclay College's policies, games will not be scheduled before November 1.

## Scheduling of Games

- ALL games above our NCCAA DII classification must be approved by both the AD and the VP for Student Services.
- Coaches must have the schedule of ALL games finalized and submitted to the AD and VP for Student Services by **May 1** preceding the academic year.
- Teams cannot travel over 300 miles to a game, the only exception is for Conference and Regional games.
- A game during the week (Monday – Thursday) the teams must be back on campus no later than 1:00 am. Let RA/RD's know in advance if you will be later getting in.
- A team cannot travel the day before a game that is the next day. The only exception is early games for tournaments.
- There are no games scheduled on Wednesday nights.
- No overnight stay during the week. If you play on a Tuesday, the team needs to be back that night. Students are expected to be in class the next day.
- No games will be scheduled the Monday or Tuesday after a break.
- ANY game during finals week must be approved by the President's Cabinet. It must be a home game.
- Priority should be given to scheduling games with NCCAA DII teams in our area that might be outside our region but are reasonably accessible for travel.

## Total Games Allowed Per Year

Volleyball team is limited to 16 to 26 dates, soccer is limited to 10 to 18 games (including exhibition games and tournaments - league, NCCAA regional). National tournaments are exempt from the count. Tournaments count as one game

Basketball teams are limited to 18 - 28 games (including exhibition games, tournaments [league, NCCAA regional]). National tournaments are exempt from the count. Tournaments count as one game.

## **Breaks and Finals**

Games or practice for all sports will not be scheduled beginning the Sunday preceding Fall Break to the Sunday of the end of Fall Break.

Student-athletes who are enrolled for special seminar classes on campus **ARE NOT** excused for games or practices.

There will be no games or practice scheduled the weekend of Thanksgiving break, Tuesday through Sunday. No games will be scheduled during finals week or the weekend after the completion of finals. No practices will be held during Christmas break, the last day of Fall semester to the first day of Spring semester. A written request must be submitted to the President's Cabinet for approval for any exceptions.

Teams will not return before January 1 for spring semester practice. If teams return after Jan 1<sup>st</sup> and before the semester starts, coaches are responsible for providing meals and housing.

## **Fall Sport Athletes "Hands Off" Policy\***

Fall sport athletes are NOT allowed to participate in any manner, practice, team meetings, visiting/working with coaches, etc., with winter sports until the fall season for that sport compete.

## **Prohibited Dates of Games**

- The week after a break.
- On Wednesdays or Sundays.
- The first week of classes in the fall and spring semesters (M – F).
- Away games the weekend of the Barclay College Sale (first Saturday in October).
- During fall break (Sunday to Sunday)
- The end of finals in December to the day students return in January. Teams will not return before January 1 for spring semester practice. Coaches are responsible to provide meals and housing if athletes return before the college opens in January.

## **Post Season Participation**

- A team is required to win 20% of their regular season conference contests in order to participate in post-season regional tournaments.

## **Purchasing for Teams**

All athletic department and team purchases are to be ordered through requisition forms, which can be obtained online or in the Business Office. The requisitions must be signed

by the VP for Student Services and the Athletic Director and given to the Business Office. The order will then be processed by the Business Office. The Athletic Director is required to maintain oversight of their budget and funding.

Under no circumstances are purchases to be made and charged to the College without prior authorization. The College Business Office will not honor such charges; they will, instead, be paid by the person who made the charge.

Individual items for a student should not be purchased from the College, ie shoes, shin guards, shooting sleeves, socks, etc.

## **Equipment and Maintenance**

Coaches are responsible for reporting maintenance and equipment needs to the Athletic Director. The Athletic Director will coordinate the maintenance of facilities with the Director of Operations.

Requests for repairs to buildings, equipment, and grounds are to be made on forms provided by the business office. They should then be submitted to the Director of Operations and not to the maintenance personnel.

Submit all inventory of all equipment and uniforms to the Athletic Director by January 1 for soccer and volleyball, and April 1 for women's basketball and men's basketball. Any changes or additions need to be submitted on a requisition form and submitted to the Athletic Director. Who will then submit to the Business Office for approval.

## **Game Day Preparation**

Ultimately preparation for game days is the responsibility of the head coach. Since the head coach is occupied with his/her team on game day, early communication, organization, and preparation is essential for a high level of experience worthy of a Barclay College event. Communication should begin pre-season with the Athletic Director and VP for Student Services to assure quality events. Ideally, arrangements have been made for game day long before the season starts and assignments flow seamlessly for every event. The Athletic Director, along with the coaches, should consistently check arrangements for numerous items, including but not limited by the list below,

- ✓ Time keepers
- ✓ Score Keepers
- ✓ Officials
- ✓ Trainers
- ✓ Programs/Rosters
- ✓ Field or court preparation
- ✓ Hosting of visiting team and their requests/needs
- ✓ Equipment for home and visiting teams.

- ✓ Announcers
- ✓ Video/media
- ✓ Marketing
- ✓ Uniforms
- ✓ Water
- ✓ Meals
- ✓ Other as needed or assigned.

## MEMBER AFFILIATIONS

National Christian College Athletic Association

[https://thenccaa.org/documents/2024/7/29/07\\_DII\\_Sports\\_Policies\\_and\\_Procedures\\_II.pdf?](https://thenccaa.org/documents/2024/7/29/07_DII_Sports_Policies_and_Procedures_II.pdf?)

Midwest Christian College Conference

<http://mcccsports.com/>

