



ATHLETIC DEPARTMENT POLICY HANDBOOK

2020-21





CCCB MISSION STATEMENT

Central Christian College of the Bible exists to develop servant-leaders for the church. As a traditional undergraduate Bible college, Central equips men and women for leadership in the Kingdom of God both nationally and internationally.

Central seeks spiritually-minded students who actively participate in their local congregations, have the intellectual ability to study at the college level, and desire to become equipped with the knowledge, attitudes, and skills for vocational church leadership and volunteer positions.

Central provides degrees and certificates that equip students with a Bible-centered higher educational foundation within the context of a Christian worldview and help students become productive, contributing members of their communities.

Affiliated with the Restoration Movement, Central seeks to graduate faithful servant-leaders distinguished by authentic Christian character, who have the ability to communicate the Gospel effectively and become disciple-makers worldwide. This mission obeys the Biblical mandates of 2 Timothy 2:2, *"Pass on what you heard from me...to reliable leaders who are competent to teach others"*

[The Message] and Matthew 28:19, *"Go, therefore, and make disciples of all the nations..."* [NASB]

CCCB ATHLETIC DEPARTMENT MISSION STATEMENT

The Central Christian College of the Bible Athletic Department exists to provide student-athletes the opportunity to develop Christ-like character, servant leadership and athletic excellence within a program that honors the mission and values of CCCB.

CCCB ATHLETIC DEPARTMENT PHILOSOPHY STATEMENT

To provide programs of intercollegiate athletic competitions that will be consistent with and supportive of the purposes of the College.

To provide an environment which will stimulate the academic growth of a student-athlete which will be beyond minimal conference/national standards and which will lead to graduation of the athletes.

To provide a forum by which the athletically gifted student may develop his/her talent to the fullest while representing the College against outside competition in a wholesome, Christian manner.

To encourage growth as Christians and as campus citizens by becoming involved in and assuming leadership roles in all aspects of campus life.

To enhance the public image of the College and foster campus unity and institutional loyalty for students (spectators and players), for perspective students (athletes and non-athletes), alumni, other schools, and other segments of the public.

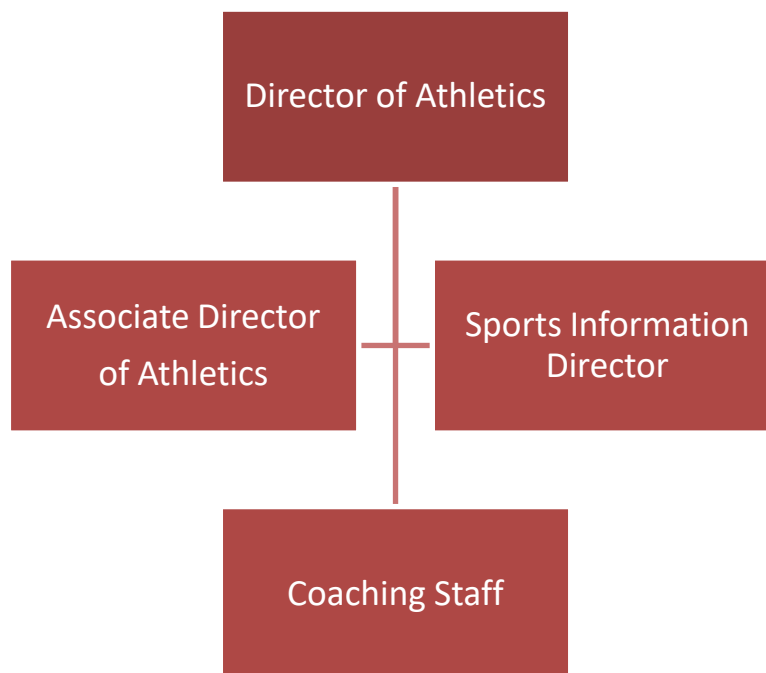


To serve as a means of aiding the participant through team participation and cooperation. To define, organize and clarify a system of values, which is in harmony with a code of Christian ethics and which helps to establish a direction of personal, professional and societal behavior.

ATHLETIC DEPARTMENT STRUCTURE

The Director of Athletics reports to the Executive Director of Student Development. The Director of Athletics is responsible for the administration and supervision of the entire athletic program.

Athletic Department Organizational Structure





ATHLETIC DEPARTMENT JOB DESCRIPTIONS

Job Title: Director of Athletics

Reports To: Executive Director of Student Development

Classification: Full-time, salaried

Duties and Responsibilities:

- Hire, direct and evaluate coaches (head and assistants)
- Set/Approve athletic schedules
- Schedule referees
- Process requests/approve/make necessary orders of athletic supplies and equipment
- Prepares and submits budget
- Manages and supervises tournaments
- Determines and files player eligibility
- Secure ancillary personnel (score book, clocks, announcing)
- Attend conference meetings and conventions
- Reserve gym and facilities for athletic practices and contests
- Make travel arrangements
- Coordinator of intramural program
- Approve practice schedules
- Promote college athletics in the community
- Work with Maintenance Department in the upkeep of equipment and fields and/or arenas
- Communicate schedules and announcements to campus community through Student Development
- Direct the college's recruitment of student athletes - communicate with incoming students, collaboration with webmaster and admissions department, there is a minimum expectation of securing four student athletes per-sport per-year.
- Consult with coaches concerning player and team disciplinary actions
- Process player grievances
- Meet regularly with Executive Director of Student Development
- Approve all leaving and return times for away games and tournaments
- Communicate travel schedule with faculty & residence directors
- Conduct an end-of-year meeting with coaches for evaluation
- Update the Athletic History at the completion of each season
- Make sure that athletic teams comply with NCCAA and MCCC regulations and standards
- Oversee academic progress of student athletes

Knowledge and Skills

- Experience coaching athletics
- High ethical standards and Christian maturity
- Ability to use organizational, computer, communication, and interpersonal skills
- Understanding of, and commitment to the mission and vision of the College
- Demonstrated ability to work with students and adults
- Demonstrated ability to schedule and lead staff (coaches, referees)
- Ability to setup, use, and maintain athletic equipment
- Understanding of athletic programs in higher education



Qualifications

- (1) Preference will be given to those who are members of the Christian Church.
- (2) Bachelor's degree is required; Master's degree preferred
- (3) Experience as a head coach at the collegiate or high school level
- (4) Organizational, budgeting and management skills
- (5) Communication, social and people skills

**Job Title: Head Coach**

Reports To: Director of Athletics

Classification: Part-time

General Description

This position is responsible for organizing and directing all aspects of an NCCAA Division II [ENTER SPORT NAME] program while upholding the values and mission of the Midwest Christian College Conference and Central Christian College of the Bible. Responsibilities of the position include: recruiting, scouting of opponents, video analysis, game and practice preparation, player development, on-the-court coaching, travel planning, and budget management.

Knowledge and Skills:

1. Exhibit and articulate evidence of a personal relationship with Jesus Christ.
2. Exhibit and articulate evidence of current, practical knowledge of the sport.
3. Be knowledgeable of, support and uphold the philosophy of both Central Christian College of the Bible and the CCCB Athletic Department.
4. Be professional at all times. This applies to conduct, appearance, and fulfillment of job responsibilities. Be an example in word and action.
5. Continually strive for personal growth physically, spiritually, mentally, and socially.
6. Supervision of assistant coaches and support personnel (managers/statisticians).
7. Develop a recruiting strategy and consistently recruit potential student-athletes who understand the mission of CCCB and desire to play sport within these boundaries (to be assisted by Athletic Director)

Physical Requirements

1. Be responsible for knowing and following appropriate policies and guidelines for NCCAA and CCCB Athletic Department in all areas, including:
 - A. Assuming coaching responsibilities at each contest
 - B. Scheduling and regulation of all team practices and tryouts
 - C. Selection of team members and support personnel (team managers and statisticians)
 - D. Assist Athletic Director in evaluation of student-athletes' academic progress
 - E. Monitoring of student-athletes' injuries and rehabilitation
 - F. Maintenance and security of team equipment, supplies, uniforms, and facilities
2. General administrative duties related to the team functioning, including:
 - A. Travel itinerary preparation
 - B. Year-end reports to the Athletic Director
 - C. Injury and statistical reports
 - D. Any necessary forms for student-athletes (eligibility, letter awards, etc.)
 - E. Class excuses for team travel
 - F. Study hall program for student-athletes
 - G. Team meal implementation
 - H. Continued contact with prospective student-athletes
 - I. Assistance with media relations for the team
3. Other duties as assigned



Qualifications

- (1) Preference will be given to those who are members of the Christian Church.
- (2) Bachelor's degree is required; Master's degree preferred
- (3) College level playing and/or coaching experience preferred

**Job Title: Assistant Coach**

Reports To: Head Coach

Classification: Part-time

General Description

This position is responsible for assisting with all phases of an NCCAA Division II [ENTER SPORT NAME] program while upholding the values and mission of the Midwest Christian College Conference and Central Christian College of the Bible. Responsibilities of the position include: recruiting, scouting of opponents, video analysis, assisting with game and practice preparation, player development, on the court coaching and other duties as assigned by the Men's Basketball Head Coach.

Knowledge and Skills:

1. Exhibit and articulate evidence of a personal relationship with Jesus Christ.
2. Exhibit and articulate evidence of current, practical knowledge of the sport.
3. Be knowledgeable of, support and uphold the philosophy of both Central Christian College of the Bible and the CCCB Athletic Department.
4. Be professional at all times. This applies to conduct, appearance, and fulfillment of job responsibilities. Be an example in word and action.
5. Continually strive for personal growth physically, spiritually, mentally, and socially.

Physical Requirements

1. Provide on-court and organizational support for the men's basketball program
 - A. Attendance at practices (in season and out of season)
 - B. Attendance at games – including away games and road trips
 - C. Attendance at team meetings (in season and out of season)
 - D. Assist in organizing equipment, paperwork, and food for road trips and Christmas break.
 - E. Counsel to head coach concerning practice sessions and game strategy.
2. Support the general administrative duties of the head coach related to the team functioning, including:
 - J. Travel itinerary preparation
 - K. Statistics reports
 - L. Class excuses for team travel
 - M. Study hall program for student-athletes
 - N. Team meal implementation
 - O. Recruiting
3. Other duties as assigned

Qualifications

- (1) Preference will be given to those who are members of the Christian Church.
- (2) Bachelor's degree is preferred
- (3) College level playing and/or coaching experience preferred



POLICIES AND PROCEDURES

ATHLETIC AFFILIATIONS

The athletic program at Central Christian College of the Bible competes within the rules and regulations of the National Christian College Athletic Association (NCCAA) and the Midwest Christian College Conference (MCCC).

School Colors: Crimson/White

Athletic Mascot: Saints

The Director of Athletics and coaching staff with input from the Executive Team is responsible for the formulation and implementation of the policies for the administration and control of the intercollegiate athletic program at Central Christian College of the Bible under the supervision of the Executive Director of Student Development.

ATHLETIC ADMISSIONS/LETTER OF COMMITMENT

Student-athletes must meet the eligibility requirements of Central Christian College of the Bible, the governing athletic organizations, and must complete and turn in all required forms. The athletic department may choose to have the new student-athlete sign a letter of commitment and announce the commitment via public news release.

AWARDS

Athletic awards recognition, for the purpose of honoring student-athletes and their achievements, is held at the end of the academic year as a part of Honors Chapel. All coaches, student-athletes, team managers, and other support personnel directly involved in the athletic program are expected to attend.

ELIGIBILITY AND ACADEMICS

Eligibility Requirements

As members of the NCCAA and MCCC, Central Christian College of the Bible adheres to the eligibility guidelines set forth by the two organizations. Current NCCAA and MCCC standards for eligibility are listed in the NCCAA and MCCC manuals, available online and in the Director of Athletics' office. In order to fulfill the mission of the Athletic Department and prepare student-athletes for academic and athletic success, several academic policies and standards were developed in addition to those set forth by the NCCAA and MCCC:



Participation Eligibility

Students with no academic status restrictions are eligible for participation in an intercollegiate athletic team if their cumulative GPA is at least 2.0, or a 2.0 in their previous semester if a freshman or sophomore, they have earned at least 24 credits the prior 12 months of college enrollment, and they meet Central's scholastic and community life standards.

Participation Restrictions

- Students must meet all the eligibility requirements of the athletic conference(s) in order to register for an intercollegiate athletic team.
- Students on Academic Probation, Academic Warning, Academic Alert (prior semester GPA below 0.70), and Conditional Acceptance (first semester) may not register for an athletic team.

CLASS ATTENDANCE

Student-athletes should be aware that class attendance is a necessity due to the probability of missing some classes due to athletic competition. Class excuses will be issued by the Academic office for missed classes due to athletic competition. Regular class attendance is expected of all student-athletes. Each coach should monitor class attendance and academic progress of student-athletes. The Athletic Department fully supports the Central Christian College of the Bible Student Handbook statement regarding class attendance.

Though instructors may be aware of athletics travel, it is the responsibility of the student-athlete to prepare for missed class time on game days and arrange plans with the instructor to make up work or exams. The instructor has the discretion to determine the details of makeup work. Student-athletes are also expected to be punctual in their class attendance.

CHAPEL ATTENDANCE

Student-athletes are expected to attend chapel within the guidelines required for every student. Not adhering to this policy could result in a loss of opportunity in athletics.

STUDY PROGRAM FOR ATHLETES

Student-athletes represent the institution and give their time to practice, perfect and perform athletic endeavors to the best of their ability. Due to the time commitment of intercollegiate athletics, the Athletic Department at Central Christian College of the Bible has developed a support program for the participating athletes that falls within the guidelines of the institution and existing programs for all students.

Study Hall is the central focus of the support program for athletes. The utilization of study halls is the direct responsibility of each sport coach. The program for each sport will be administered with the



approval of the Director of Athletics. Because of variances in time and demand between sports, and the different levels of academic abilities of individual students, a prescribed study hall time for all student-athletes is not a requirement for athletic participation.

Each coach will design a study program for their particular team and must represent that program for approval to the Director of Athletics. The Director of Athletics has the responsibility to oversee that all student-athletes are making satisfactory progress towards graduation and performing to the best of their ability in the classroom. The Director of Athletics may meet with any student-athlete at any time to discuss academic progress and to require study hall or special reporting from the student-athlete.

SPORTSMANSHIP STATEMENT

1. Ephesians 4:20 encourages, "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."
2. All coaches, student-athletes, students, faculty, staff and administration spectators are expected, in actions and attitudes, to conduct themselves in a manner that reflects the Christian character of this institution.
3. If, in the unlikely event that an individual or group of spectators attending a game abuses the participants and/or officials; they will be escorted by game security or event manager from the event venue.
4. This policy is meant to emphasize the consistent opportunity sporting events offer both student-athletes and fans to stand for Christ.

As a member of the NCCAA, Central Christian College of the Bible seeks to host intercollegiate athletic events that model good sportsmanship toward the opponent and officials. Prior to each contest a public address statement is made reminding spectators of this commitment. Announcements are as follows, per NCCAA rules:

Good evening, ladies and gentlemen, and welcome to the Ferneau Center on the campus of Central Christian College of the Bible. Tonight's game/match features the [Visitor Mascot] from [Visitor Name] in [Visitor City, State], and your Central Christian College of the Bible Saints.

The National Christian College Athletic Association is committed to the true spirit of competition and upholding the four core values of the Game Plan 4 LIFE: Love, Integrity, Faith, and Excellence. We ask that each participant, official and spectator join us in exhibiting these Christ-like characteristics and help create a positive environment in which to enjoy today's/tonight's competition.

BEHAVIOR GUIDELINES

Each student-athlete represents Central Christian College of the Bible and is expected to conduct himself/herself responsibly and in an appropriate manner. Behavior on and off the playing surface reflects CCCB and each team. Make this reflection a positive one. Disciplinary action leading to athletic



suspension may result from such violations. The following are a list of specific areas of conduct of which to be aware, but not limited to this list:

- Language: Keep all language clean no matter where you are.
- Travel: Remain with the team at all times on road trips except when extenuating circumstances arise and are approved by the head coach. Adhere to all on-campus policies while representing the college abroad. It is the department's request that all students to and from away contests with Central Christian College of the Bible's transportation and supervision. Any special transportation arrangements must be arranged prior to the event.
- Unexcused practices or game absences will be handled per case by the coaching staff.
- Student-athletes academically ineligible will not be allowed to accompany their respective team on road trips.
- Student-athletes under disciplinary action from the institution, athletic department or coaching staff will not be allowed to accompany their respective team on road trips.
- Student-athletes could face discipline or even dismissal for violations of institution, athletic department, team, and/or NCCAA/MCCC policies.

SUBSTANCE ABUSE POLICY

In remaining consistent with the mission of the college being "developing servant leaders for the church," the athletic department and administration recognize a responsibility to ensure each student-athlete a safe, healthy and supportive educational environment. CCCB believes that student-athletes should act in accordance with the CCCB Code of Conduct, the core values of the Saints Athletic Program, and the values of the NCCAA. It is the belief of the athletic department that the use, possession or distribution of illegal or performance-enhancing substances is morally and ethically wrong within the intercollegiate athletic setting.

This policy is not to be construed as a contract between the college and the student-athletes at Central Christian College of the Bible (CCCB). However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy. It should also be noted that this is CCCB's institutional policy and may be amended at any time. It should be understood that such policies may have stricter sanctions than outlined in this policy and that those sanctions will be adhered to as CCCB is an active member of the National Christian College Athletic Association (NCCAA).

Refer to the CCCB Athletics Substance Abuse Policy handbook for the full list of policies and procedures, as well as consent forms that are required by CCCB student-athletes.

SOCIAL MEDIA POLICY

Playing a competing for Central Christian College of the Bible is a privilege, not a right. Student-athletes at CCCB are held in high regard and are seen as role models in the community. As leaders, we have the responsibility to portray our team, institution and ourselves in a positive manner at all times. Sometimes this means doing things that may be a inconvenience to us, but benefit the entire team.



In recent years, Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity and are used by the majority of student-athletes at CCCB. Student-athletes may not be aware that third parties, including the media, faculty, employers and league officials can easily access their profiles, view personal information and posts, including photos, videos and comments. Inappropriate content found by third parties affects the perception of the student, the Athletic Department, and the College. This can also become detrimental to a student-athlete's future employment opportunities.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following:

1. Using inappropriate for offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
2. Posting photos, videos or comments showing the person using alcohol or tobacco. Holding cups, cans, shot glasses, or any alcohol-branded material in a manner that represents consumption of alcohol is also prohibited.
3. Posting photos, videos or comments that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Posting photos, videos or comments that are of sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors he/she will be subject to the following penalties:

1. Written warning.
2. A meeting with the Director of Athletics and head coach.
3. Penalties as determined by the Athletic Department, up to and including suspension from the athletic team.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

1. Set your security settings so that only your friends can view your profile.
2. You should not post your home address, local address, telephone number or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add to your site. Many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Be an ambassador for Christ, the Institution, the Athletic Department and yourself in your social networking participation, as opposed to someone that tears apart these communities with negative or divisive content.
5. Consider how the above behaviors can be reflected in all social networking opportunities.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as that of the Athletic Department and the College. Remember to always present a positive image and do not do anything to embarrass yourself, your team, your family, or the College.



DEPARTMENTAL MEETINGS

Departmental staff meetings will be held at the discretion of the Director of Athletics. At least one meeting will be held prior to the start of the new academic year in August. Additional meetings, when necessary, will be arranged around competition in order that all coaches have the opportunity to attend. Head coaches are expected to attend, while assistant coaches are welcome to attend. These meetings are for the purpose of conducting any necessary business as well as general information related to the Athletic Department.

ATHLETIC MEDICAL INSURANCE

It is the policy of the Central Christian College of the Bible Athletic Department that all student-athletes be covered by a major medical health and accident insurance policy prior to participation in practices, games/competitions, and/or strength and conditioning activities. The student-athlete's insurance must cover athletic related injuries and/or illnesses, and shall be considered the primary insurance coverage for all athletic related injuries.

The CCCB Athletic Department provides a medical and catastrophic insurance program for its student-athletes. These policies, however, are secondary to, or in excess of, personal family medical insurance coverage, and cover only injuries/illnesses/accidents that occur while a student-athlete is representing CCCB in a formal intercollegiate activity supervised by a coach.

Secondary or excess insurance takes effect only after parents or guardians' primary insurance plans have paid their limit on each claim or injury. Student-athletes should report injuries immediately, or as soon as possible, to the Head Coach. Head coaches are responsible to report the injury to the Director of Athletics, who will coordinate insurance claims process for the student-athlete through the appropriate insurance claim form. All claims must be submitted within 90 days to ensure coverage.

ATHLETIC TRAINING SERVICES

The Central Christian College of the Bible Athletic Department has an agreement with Peak Sport and Spine to provide for all athletic training services. This clinic is available at 8:00 a.m. Monday through Friday for injured student-athletes. Student-athletes are free to use other medical services besides Peak Sport and Spine, if preferred.

A certified athletic trainer from Peak Sport and Spine training will be in attendance at all CCCB intercollegiate athletic events. Training staff is on call at all other times during business hours through the athletic calendar. A certified athletic trainer does not travel with CCCB teams to competitions.

DEPARTMENT BUDGET POLICY

Each athletic team has an approved budget prior to the beginning of the fiscal year starting July 1. All spending activities (i.e. travel, recruiting, purchasing of supplies, etc.) must stay within the means of the



budget. The Director of Athletics must approve all budget requisitions and will monitor team budgets monthly.

Credit Cards: Each coach is issued a credit card for business use only. This card can be used for travel and ordering supplies as long as the amount is within the set budget. Please see additional guidelines in the CCCB Employee Handbook regarding credit card usage.

KEYS

All coaches are responsible for keys distributed to them by the Physical Plant Manager and should not lend them to anyone. Keys should be returned to the Physical Plant Manager immediately upon resignation or retirement.

SCHEDULING

The Director of Athletics is responsible for all scheduling of intercollegiate athletic events. All schedules must conform to NCCAA and MCCC guidelines. The Director of Athletics also has the right to place additional scheduling guidelines on sports, including the limitation of total number of contests to a number less than the NCCAA maximums.

TEAM TRAVEL

The following information is a checklist for away dates and should be followed closely in order to prevent problems. Coaches are responsible for each of the following:

1. Notify, in writing (email is preferred), the Director of Athletics of travel times and hotels at least one day prior to any trip.
2. Fill out Vehicle Request form at <https://cccb.wufoo.com/forms/school-vehicle-request-form/> at least one week prior to departure for away events. Vehicle packets should be available in coaches' mailbox one day prior to departure. Follow school vehicle protocol (record mileage, collect gas receipts, etc.) while traveling.
3. Sack lunches and drinks will be made available, upon coaches' requests at least one week in advance of departure. Pick up food and drinks prior to departure. Notify cafeteria of any changes or cancellations immediately.
4. Upon returning to campus, each coach is responsible for seeing that vans are returned to the appropriate parking area. Vans should be checked, by the coach, so that all team equipment and personal belongings are removed. All trash should be cleaned out and as much attention as possible should be given to keeping the vans clean on the inside.



5. The school vehicle packet should be completed with mileage and gas receipts, then placed in the mailbox of the Physical Plant Manager.
6. Use of student drivers is discouraged. However, all student drivers of campus vehicles must be approved through Student Development.
7. All drivers must have a Missouri Class E (or state equivalent) license and must be over the age of 21 to drive one of the school vans. Drivers must also be approved through the Business office.

Student-athletes must always remember that they are representing CCCB as well as themselves on these trips. The conduct and actions of each student-athlete individually and each team should reflect the mission of the College and its athletic program. Remember that CCCB is paying student-athletes' travel expenses as an ambassador of the institution to aid in general recruiting and as a part of its outreach, public relations and alumni programs.

PRACTICE POLICIES

All student-athletes are expected at all regularly scheduled practice.

A student-athlete may not be excused from classes to participate in practice.

All student-athletes are expected to report to the coaching staff in advance if they expect to be late or absent from practice.

TEAM RULES/POLICIES

All team rules and policies must meet the minimum CCCB athletic department and college /rules/policies. Any variation of team rules/policies must be submitted and approved by the Director of Athletics prior to implementation.

Coaches deciding to dismiss or suspend a student-athlete for breaking team rules must notify the Director of Athletics by email within at least 24 hours of dismissal. Please be informative with email discussing reasons for student-athlete being dismissed.

ALUMNI GAMES

Coaches may choose to play a preseason exhibition against a team comprised of Central Christian College of the Bible alumni. According to NCCAA guidelines, this event does not count against the maximum number of contests. Alumni team rosters may not be comprised of current students.



EQUIPMENT

Each coach is to have an annual inventory on file with the Director of Athletics. The inventory must include where the equipment is stored.

All major equipment needs should be submitted to the Director of Athletics with exact specifications, addresses, telephone numbers, and price.

Students must be supervised by a member of the coaching staff to use special training equipment such as the Vertimax and Dr. Dish.

END OF SEASON REQUIREMENTS FOR COACHES

1. Coaching Evaluations

The coach and the Director of Athletics will meet and discuss performance evaluations and student-athlete evaluations before the end of May.

2. Equipment and Uniform Inventory

All equipment and uniform inventories and the inventory record on file from preseason checks must be filed with the Director of Athletics after the season ends.

UNIFORMS

1. Uniforms will have Central Christian, CCCB or Saints prominently displayed on the front and/or back (when possible and appropriate). Displaying the word Central by itself is allowed when spacing limitations exist.
2. The head coach has responsibility for correct size of numbers on front and back when required, or any other specific sport requirement for uniforms.
3. Uniforms will utilize cardinal (crimson), white, black and grey colors. The soccer goalkeeper is the only exception.
4. The CCCB Athletics torch logo and/or Central Christian wordmark logo is to be used on all uniforms.
5. All uniforms and uniform accessories must be approved by the Director of Athletics.



LIGHTNING

Soccer and cross country competition areas must be evacuated at the first sighting of lightning during practice or competition events. Teams should not seek shelter under or near trees or metal fences or bleachers. Teams should return to the closest building or vans immediately. Teams should not return to the field for a minimum of 30 minutes.

While game officials have jurisdiction during competition, as the host institution Central Christian College of the Bible will follow this policy. The head coach should inform the officials of this policy and take responsibility for the ultimate decision during the competitions in the event that the Director of Athletics or his representative is not present at the time. The head coach has the ultimate decision during practice times and at away competitions.

The foremost concern is the safety and well being of our student-athletes.

TORNADO

The severe weather siren will sound in the case of a tornado drill or warning. The siren will sound a long sustained pitch as if it is "stuck" on a note. The signal goes up to the highest pitch and continues to maintain that pitch for two or three minutes. In the event of hearing a tornado siren, follow these directions quickly and calmly. Note: The city of Moberly tests its tornado sirens on the first Wednesday of each month.

1. Keep away from windows.
2. If you are in a building, quickly and calmly proceed to the basement or lowest level and stay near the center of the building. If a basement is not available, a small interior room such as a closet or bathroom is preferable, or under sturdy furniture. Avoid wide, open spanned buildings (gym) and warehouses. Stay away from outside walls, windows and doors. In Pelfrey Hall, go to the basement inside the locker rooms.
3. If you are outdoors, quickly move to the nearest building for shelter or lie down in the nearest ditch or depression if no better shelter is available.

FERNEAU CENTER SCHEDULING

The usage needs of the Ferneau Center are high throughout the school year. Because of this, it is imperative that coaches present schedule requests as far in advance as possible. The following procedures must be followed for scheduling the Ferneau Center for practices.

1. All requests must be submitted in writing at least one month in advance to the Director of Athletics, detailing the date, time, and facilities requested. (The earlier the requests are submitted the better.)



2. The Director of Athletics in consultation with the Director of Student Services will set the final schedule. As much as possible, coaches' requests will be honored, however, approval will be made in light of the overall scheduling needs of the Ferneau Center.
3. Any requested changes to a set practice or competition schedule must be submitted to the Director of Athletics in writing.
4. Once a change in competition and/or practice schedule is approved by the Director of Athletics in consultation with the Director of Student Services. It will be the responsibility of the coach to be sure that all appropriate persons are notified, including but not limited to the athletic training staff.
5. The coach is responsible for following the set schedule and for informing their teams of the schedule.

VOLUNTEER ASSISTANT COACHES

All volunteer assistant coaches must complete a Central Christian College of the Bible employment application, a theological questionnaire and clear a background check in order to be a part of the coaching staff.

EVALUATIONS AND RETENTIONS OF COACHES

Coaches are expected to represent Central Christian College of the Bible with dignity and integrity, and are personally responsible for the scrupulous observance of all College, MCCC and NCCAA regulations and standards.

The Director of Athletics on a continuing basis will review head coaches. The Director of Athletics will then review his or her conclusions and recommendations with the Executive Vice President of Student Development. Upon his review, a decision of retention or dismissal will be rendered.

Assistant coaches are appointed by the Director of Athletics upon the recommendation of the Head Coach for the sport in question. Assistant Coaches serve at the pleasure of the Head Coach and the Director of Athletics.

RECRUITING

It is extremely important that each coach is aware of the rules for recruiting. Specific rules are found in the NCCAA Eligibility Handbook which is available on the NCCAA website and in the office of the Athletic Director. If you have specific questions in this regard, please see the Athletic Director.

**Recruiting Guidelines:**

1. All NCCAA, MCCC and Central Christian College of the Bible rules and policies must be adhered to exactly.
2. No promise of college admission, financial aid, admission to a department or program, housing assignments, or position on an athletic team will be made by a coach.
3. Be careful to encourage only those students who will fit in with the goals and purposes of CCCB. After initial contact, prospects should be well informed of expectations in terms of academic criteria, faith commitment, and athletic skills. In most cases coaches must do this screening.
4. Each coach should always encourage all potential CCCB students to attend CCCB even if they will not participate in athletics.
5. Be careful to screen each student prior to giving their name to the Admissions Office as a prospective student. Screening should include if the student has, or has an interest in, a personal relationship with Christ, if the student understands and agrees to live the CCCB lifestyle guidelines, and if the student can be admitted academically.
6. Each coach should coordinate prospective students' follow-up with the Admissions Office so no conflicting messages are given.
7. All contacts with prospective students should be recorded as to type, materials distributed, and content of conversation or message.
8. Be sure that all references to other institutions are comparative. Essential differences should be pointed out in terms of educational philosophy, size, programs offered, etc.
9. All visits to campus by prospects must be coordinated with the Admissions Office Campus Visit process.
10. Coaches must be sure that the prospective student is encouraged to make his/her own choice.
11. Coaches should be able to clearly articulate admissions and financial aid criteria and procedures, college costs, mission statement, and available academic offerings. Recruiting is generally defined as any solicitation of the prospect or the prospect's family (or guardian) by an institutional staff member or by a representative of the institution's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in the institution's intercollegiate athletics program.

LETTER OF COMMITMENT

During the recruiting process, a head coach at Central Christian College of the Bible may desire to offer a letter of commitment to a prospective student-athlete to participate in their respective sport. Before the letter is sent, the Director of Athletics must be notified and the student-athlete needs must have passed the Prospective Student-Athlete Evaluation. A cover letter and the letter of intent will be delivered via email from the Director of Athletics. The Athletic Department will write a press release to be posted on



the CCCB Athletics website, as well as distributed to local media outlets and media outlets of the student-athlete.

SPORTS INFORMATION GUIDELINES

CCCB ATHLETICS WEBSITE: www.cccbsaints.com

Website is maintained by the Director of Athletics. All schedules, rosters, bios, etc., need to be formatted in a word or Excel document and sent to the Director of Athletics. It is the coach's responsibility to initiate this submission process and communicate any and all changes as they occur.

ATHLETIC PUBLICATION

All publications (including programs, posters, banners, brochures, etc.) are completed by the Sports Information Office. All information needs to be handed in by the requested due date.

PRESS RELEASES

All press releases are to be handled by the Director of Athletics. It is the responsibility of each coach to inform the Director of Athletics of all potential story ideas (former athletes, mission trips, unique stories, etc.). All questions should be directed to the Director of Athletics.

TEAM/INDIVIDUAL PHOTOS

Team and individual photos for the website are taken or set up by the Director of Athletics. Coaches should ensure this occurs as early in the fall semester as possible.

MEDIA

All media requests and interviews should first be arranged through the Director of Athletics. It is important that the Director of Athletics is aware of any and all requests to the department.



GAME MANAGEMENT/SENIOR DAY/SPECIAL EVENTS

The Director of Athletics will coordinate all varsity games as well as senior day activities, and other special events, as they occur in consultation with the appropriate coach. If coaches want to have a special event/recognition it is important to communicate with the Director of Athletics well in advance of the date of the game to ensure promotion and effective coordination. The goal is to have coaches coach and the Director of Athletics coordinate all aspects of game management. In order for a student-athlete to be honored as a senior, they need to have exhausted four seasons of eligibility in that particular sport.

GAME REPORTING

All varsity games/matches/meets must be reported to the Director of Athletics upon conclusion. This includes final score/placement as well as a recap (especially for away matches). Texts and emails are acceptable for scores, but a phone call or descriptive email is necessary to gather detailed information for writing press releases. The amount of work each coach puts in to reporting information is directly reflected in the amount of coverage each program receives.

MCCC/NCCAA

All results and game information will be submitted by the Director of Athletics following each event. All player of the week suggestions should be sent to the Director of Athletics by email no later than Monday at 9 a.m.

AWARDS

All scholar-athlete and All-American award nominations (team, individual) will be completed by the Director of Athletics and submitted to the appropriate office. Every other award will need to be completed and submitted by each coach through the NCCAA Southwest Region or MCCC award voting process. All award winners need to be communicated to the Director of Athletics.