### **NORTHERN VIRGINIA HOMESCHOOL ATHLETIC ASSOCIATION**

### **Policies and Procedures v 11 (updated 1 July 2023)**

The Northern Virginia Homeschool Athletic Association (NVHAA) is an all-volunteer legally incorporated 501(c) (3) non-profit organization.  Established in February 2015, NVHAA provides the organizational, financial, legal, logistical, and administrative support needed for the operation of numerous high school homeschool sports teams. NVHAA’s daily operations, policies, and procedures are overseen by a Board of Director’s who ensure that the teams and all volunteers abide by the NVHAA Articles of Incorporation and Bylaws, as well as the NVHAA Policies and Procedures. NVHAA policies and procedures may be changed at any time as the Board of Directors deems necessary.

### **Purpose and Vision**

The NVHAA Centurions sports teams are established to provide homeschool men and women (ages 13-18) who do not have the opportunity, the chance to play competitive high school sports in a Christian environment. NVHAA is a Christ-centered program seeking to glorify God and strengthen the participants Christian values in the context of learning and playing sports.

The program in all of its facets will seek to glorify God (Colossians 3:23).

Participation in the program will provide a format for life, teaching young men and women:

* To run hard after Jesus (Hebrews 12:1-2)
* Competing to win without compromising their Christian values, (1 Corinthians 9:24)
* Achievement without an attitude of winning at all costs (1 Corinthians 9:25-27)
* Self-discipline (2 Timothy 1:7)
* Perseverance (Philippians 3:13-14)
* Teamwork (Ecclesiastes 4:9-12)
* A high level of accountability (Colossians 3:22-24)

### **Statement of Faith**

* We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. [(Matthew 28:19](http://www.biblegateway.com/passage/?search=Matthew%2028:19&version=HCSB))
* We believe the Bible to be the inspired, infallible, and authoritative Word of God. [(2 Timothy 3:16-17](http://www.biblegateway.com/passage/?search=2%20Timothy%203:16-17&version=HCSB))
* We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross and bodily resurrection, in His ascension into Heaven to the right hand of the Father, in His present ministry of intercession for us, and in His return. (Deity-[John 1:1](http://www.biblegateway.com/passage/?search=John%201:1&version=HCSB)) (Atonement-[Hebrews 9:15-22](http://www.biblegateway.com/passage/?search=Hebrews%209:15-22&version=HCSB)) (Virgin Birth-[Matthew 1:18, 25](http://www.biblegateway.com/passage/?search=Matthew%201:18,%2025&version=HCSB)) (Bodily Resurrection-[1 Corinthians 15:1-8](http://www.biblegateway.com/passage/?search=1%20Corinthians%2015:1-8&version=HCSB)) (Sinless Life-[Hebrews 4:15](http://www.biblegateway.com/passage/?search=Hebrews%204:15&version=HCSB)) (Personal Return-[Hebrews 9:27-28](http://www.biblegateway.com/passage/?search=Hebrews%209:27-28&version=HCSB))
* We believe that by grace we are saved through faith in the acceptance of Jesus Christ as Lord and Savior, and this salvation is the gift of God. ([John 3:16](http://www.biblegateway.com/passage/?search=John%203:16&version=HCSB);[John 5:24](http://www.biblegateway.com/passage/?search=John%205:24&version=HCSB); [Titus 3:3-7](http://www.biblegateway.com/passage/?search=Titus%203:3-7&version=HCSB))
* We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. ([John 14:15-26](http://www.biblegateway.com/passage/?search=John%2014:15-26&version=HCSB); [John 16:5-16](http://www.biblegateway.com/passage/?search=John%2016:5-16&version=HCSB); [Ephesians 1:13,14](http://www.biblegateway.com/passage/?search=Ephesians%201:13,14&version=HCSB))
* We believe that man was created in the image of God, but because of sin, was alienated from God. We believe that Jesus Christ paid the penalty of the sin of mankind of dying on the cross.
* We believe in the forgiveness of sins.
* We believe in the coming judgment and that those who believe in Jesus will spend eternity in heaven.

### **Eligibility\***

The NVHAA Centurions are a member of the Eastern Christian Conference and the Virginia Homeschool Athletic Association. Eligibility rules have been established for all players on all teams in the NVHAA. Unless otherwise published by NVHAA or a specific sports league or association, if a student meets the below standards, they are eligible to play for NVHAA, in the playoffs, and in tournaments.

1. Player must be a bona fide homeschooler or a homeschool/dual-enrolled college student. If in doubt, a player may be asked to provide a Notice of Intent or Letter from Virginia indicating they are homeschooling.
2. A player who has received a high school diploma is not eligible.
3. Player must be 12 to 18 years of age as of 31 July of the school year playing. If a Middle School team is not available, then 12 year olds may be practice players on certain teams after approval from the team’s Head Coach.
4. Player must have played less than four varsity seasons in the high school sport for which they are participating (that includes private or public schools in the past). Middle school and JV do not count.
5. For the Football Team: On 24 Feb 2017, the NVHAA Board and Coaches voted to make the football team 100% homeschooled in accordance with the National Homeschool Football Association Tournament standards for eligibility.

**\*IMPORTANT NOTE TO PARENTS:** Age more than academic grade should dictate the competitive sports level for an athlete.  Homeschool parents often confuse the two when selecting the competitive team level for their athlete. Generally, an athlete should compete with other athletes who are at the same physical development. Grade listed on registration will determine the number of years an athlete can participate in NVHAA. There is a rare occasion where an outstanding athlete needs to compete at higher levels. That would be addressed on a case-by-case basis and is not usually the athletic level of most athletes.

**Health**

For each player’s safety and NVHAA organizational insurance, all players must complete a sports physical prior to starting a sport. The player must have been examined by a competent medical professional and deemed capable of participation without significant risk to his health and physical well-being. Additionally, the player’s parent or guardian must have attested that the player has no known pre-existing conditions, prior injuries or congenital problems that may create significant risk to his health and physical well-being while participating in the Team. These documents must be supplied to the Team prior to a player participating in any athletic activity of the Team. Medical forms are available at the website or from team Administrator.

**Medical Coverage**

**Due to the physical nature of any competitive sports team and the risk of injury, all players are required to have medical coverage.**

**Registration.**

The all registration forms must be fully filled out and signed by both player and parents before a player may participate in any athletic activity of the Team. The forms are available at the website or from the team manager.

**Fee Payment.**

Any participant in Team sporting events must be current with any and all relevant fees prior to participation. Only the Board of Directors may waive any of these requirements and they will be considered on a case-by-case basis. **Note on Fees:** Because the NVHAA Centurions are a non-profit, self-funded organization, all operating costs are covered by the team, or when available donations or sponsorships.  Fees cover the expenses of running a competitive high school varsity and Junior Varsity sports program which include, but are not limited to the following costs: insurance, medical supplies, uniforms, equipment, field leasing, lights, game preparation, officials, portable toilets, Awards Ceremony, team building activities, transportation of team when possible, etc..

**Non-Refundability of Fees**  
The NVHAA Centurions is a non-profit organization and must raise all operational funds. The team incurs significant expenses in preparing for the inclusion of each registered participant. These expenses include logistics, equipment, and facilities. These costs do not significantly diminish upon withdrawal of a player. Consequently, all registration and other fees are non-refundable, unless determined otherwise by the NVHAA Board.

### **Leadership Guidelines for the Board of Directors**

For certain voting, the Primary Board of Directors, at a minimum, shall consist of the NVHAA President, NVHAA Vice President, NVHAA Treasurer, NVHAA Spiritual Director, NVHAA Chief of Operations, and the NVHAA Secretary. The entire Board consists of the Primary Board and Head Coaches. The Chair of the Board will be the President. **All individuals in a leadership position are required to fill out a leadership application, sign the NVHAA Statement of Faith, be interviewed, and undergo a background check which will then be reviewed by the Board for confirmation. That includes all members of the Board of Directors, coaches, and staff (as determined by the Board of Directors.)**

The government of the Board of Directors shall be focused on seeking and maintaining the Lordship and direction of Jesus Christ. Board members will continually seek His will, through His Spirit and the Word of God in all actions and decisions. Board members will be in complete agreement with the Centurions Purpose and Vision and Statement of Faith.

The Board of Directors will have the authority to make all necessary decisions for the program. Decisions will be decided only when all Board of Director members are unanimous in their decision. Upon rare occasions when decisions are of a timely matter and there is not a unanimous decision, the Board may move forward with three-fourths of the Directors in agreement. The Board of Directors will conduct, manage, and control the affairs and business of the program, and make rules and regulations consistent with the law, NVHAA By-Laws, and these guidelines.

A Board of Director position will be filled with a person who is a believer in Jesus Christ, has high moral character, temperate, prudent, respectable, not self-willed, self-controlled, just, devout, not covetous. This person shall be one who handles themselves uprightly among others, not violent, gentle, not quarrelsome or contentious, hospitable, a lover of good, of good reputation in the world, worthy of respect, sincere, not given to drunkenness, not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience.

A Board of Director or staff vacancy will be filled by the Board of Directors upon much prayer, seeking the Lord, and unanimous decision. Temporary appointment for a specified period of time (i.e. 30 days) can be made by the Board of Directors.

The removal of a Board of Director may be done by a unanimous decision of the other Directors when they no longer have confidence in the ability, qualifications, or Christian walk of the Director to serve on the Board.

### **President Duties and Responsibilities**

* Chair the Board of Directors meetings and will call meetings.
* Oversees the NVHAA Centurions program, to include monitoring and ensuring the implementation of all policies and procedures, Equipment, Finances, Logistics, Administration, and Publicity.
* Cooperates with the other Board of Directors in maintaining everyday operations of the program.
* Has authority to bind the program in purchase orders, game or school contracts, and any other legal documents regarding the program. If such items are over $200.00 the President will obtain the Board of Directors unanimous decision in moving forward.
* Has authority to spend any amount that is on the Board of Directors approved budget for the year.
* Will ensure minutes from the Board of Directors meetings are maintained and will distribute a copy of the minutes to each Director after each Board meeting.
* Oversees all communication to/from the team Board of Directors, to/from the NVHAA, and to/from all media outlets.
* Responsible to ensure that field and facilities are prepared for games.

### **Spiritual Director Duties and Responsibilities:**

* Oversee and maintain all spiritual aspects of the program.
* Provide spiritual guidance and support at all meetings of the Board of Directors and will open and close each meeting with a prayer.
* Lead the team in weekly devotionals or appoint another to do so.
* Give the Gospel, counsel, or pray with anyone as the Lord leads.
* Must “hold firm to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it”. (Titus 1:9)
* Must meet the qualifications of 1Timothy 3 and Titus 1:5-9.

**Vice President Duties and Responsibilities:**

* Stand in for the President when necessary
* Helps oversee NVHAA programs, to include monitoring and ensuring the implementation of all policies and procedures, administration, equipment, logistics, finances, operations, and communications of a NVHAA.

**NVHAA Board Member: Athletic Director Responsibilities:** [**adnvhaa@gmail.com**](mailto:adnvhaa@gmail.com)

Primarily responsible for working with teams to support and ensure as needed, the following:

* Primary Board representative and supervisor for Head Coaches and Teams
* Remind coaches to conduct Circle of Praise after games & to conduct regular devotions and prayer at practices, games, etc.
* NVHAA Representative/POC/coordinator to conferences such as VHSAA and ECC, etc.
* Scheduling games/meets/matches/tournaments
* Player Eligibility
* Officials
* Leasing/Renting Facilities - Work with teams to ensure facilities for practices/competition
* Assist NVHAA teams in following safety procedures/guidelines/bylaws for state, federal, NVHAA, VHSAA, ECC, as well as any other organization or event for which NVHAA is a member or participates.
* Assist with Parent/Player issues and concerns
* Works with NVHAA Operations to ensure team support in all areas. NVHAA Operations focuses on team finances/budgets, logistics, admin team support, team registrations, advertising/marketing, helping to coordinate between appropriate leaders for issues/questions/concerns, Leadership Applications, Volunteer Registrations, spirit wear orders, CPR/First Aid certifications, Concussion testing, etc.

### **NVHAA Board Member: Chief Operations Officer: nvhaassoc@gmail.com**

* Assist with AD responsibilities when there is no AD.
* Responsible for the execution and implementation of all NVHAA Operations, Logistics, Administration, and Publicity (Leadership Applications, Volunteer Registrations, spirit wear orders, CPR/First Aid certifications, etc.)
* Works with the Athletic Director and other Board of Directors in maintaining everyday operations of the program
* Oversees communication to/from teams, to/from the Board of Directors, to/from the NVHAA, and to/from all media outlets (advertising/marketing – maintaining NVHAA Email Distribution, Facebook Page, Website)
* Works with team Head Coaches/Managers on team finances/budgets, team registrations, helping to coordinate between appropriate leaders for issues/questions/concerns

**IMPORTANT NOTE: Each program may adapt and delegate responsibilities to best meet the needs and resources of the program. The Program Director/Head Coach has overall responsibility, but may delegate to a team manager or other volunteer to ensure responsibility is covered i.e. facility/game scheduling, financial record keeping, registration.**

**NVHAA COO Duties:**

* Purchase annual Sports Insurance (bus and sports)
* Maintain list of qualified First Aid/CPR Trained staff
* Brief/Work with Head Coaches & Program/Team Mangers
* Admin & Communication, Goals, Annual Budgets, Facilities, Equipment, staff needs, finances, issues, Tournaments, NVHAA Policies & Procedures
* Process Leadership Applications: lead vetting and interviewing of applicants for coach, assistant coach, etc
* Monitor financial needs for all teams & work with Treasurer, Head Coaches/Program Managers on budgetary needs and expenses.
* Ensure Teams have at least one qualified staff in Child Neglect Training
* Assist with facility coordination for all teams; maintain relationship with facility providers such as MBC, MCB; advocate for facility improvements
* Oversee/maintain/approve all Centurions branding standards (colors, designs, graphics, fonts, etc)
* Maintain Donor/Sponsor List at [www.nvhaacenturions.org](http://www.nvhaacenturions.org) (transition to Treasurer)

### **Treasurer Duties and Responsibilities:**

* The Treasurer shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the NVHAA and shall deposit all monies and securities of the organization in such banks and depositories as shall be designated by the Board of Directors.
* The Treasurer shall be responsible for (i) maintaining adequate financial accounting records in accordance with generally accepted accounting practices; (ii) preparing appropriate operating budget and financial statements; (iii) reporting on the financial status of the Centurions; (iv) preparing and filing all tax returns required by law; (v) and performing all duties incident to the office of Treasurer and such other duties as from time to time maybe assigned to him or her by the Board of Directors or the President.
* The Treasurer may sign and execute in the name of the Centurions deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and executioner of shall be expressly delegated by the Board of Directors or by these policies to some other officer or agent of the Centurions or shall be required by law or otherwise to be signed or executed.
* The Treasurer will be under the directions of and report directly to the President who will then report to the NVHAA Board of Directors.
* Monthly financial reports will be completed and forwarded to the President no later than the last day of the month, or as the Board desires.

**Secretary Duties and Responsibilities:**

* The Administrator shall act as secretary of all meetings of the Board of Directors of the NVHAA.
* The Administrator shall keep and preserve the minutes of all meetings in permanent books. The Administrator shall see that all notices and information from the Centurions are duly given and served.
* Maintain all athlete records and forms or delegate maintenance to the Team Managers.
* The Administrator shall have custody of all deeds, leases, contracts, and other important team documents; shall have charge of the books, records, and papers of the Centurions relating to its organization and management as a team; shall see that all reports, statements, and other documents required by law (except tax returns) are properly filed; shall have charge of and be responsible for maintaining a record of all donors and the amount of their contributions; shall be responsible for the written acknowledgment of all contributions; and shall in general perform all the duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the Board of Directors or the President.
* Work to ensure smooth administrative operations and communication of all team activities between the Centurions leadership and the parents and players.

**Program Director Responsibilities:**

If the NVHAA Board determines that there is the need for a Program Director, then the Program Director for a sport/program acts as the Athletic Director for that sport/program, would work with the NVHAA Athletic Director and Operations Officer, as well as the NVHAA President or Vice President as needed for guidance, final decisions, and support. Not every sport will have a Program Director. The Program Director would have oversight of and responsibility for the following (with authority to delegate):

* communication between the program and NVHAA Athletic Director
* communication with parents when needed
* player and team eligibility
* program continuity & focus
* coaches (ensure there are enough) & their training
* player camps/off-season training opportunities
* practice & games scheduling
* facilities
* budget & finances
* statistics and training (Hudl, Maxpreps, coaches training & certification)
* transportation to include CDL qualified driver (s)

### **Head Coach Duties and Responsibilities:**

* The Head Coach is the primary responsible individual and directs and manages all aspects of coaching the specific sports team. This includes the monitoring and ensuring the implementation of all policies and procedures, administration, training, competition, equipment, logistics, finances, operations, and communications of a team. These duties can be delegated as appropriate.
* Cooperates with the NVHAA Board of Directors in maintaining everyday operations of the program.
* Oversees all communication to/from the team, to/from the Board of Directors, to/from the NVHAA, and to/from all media outlets. See Team Manager responsibilities below the individual primarily responsible for team Communications.
* Responsible to ensure that field and/or facilities are prepared for games.
* Has authority to spend an budgeted funds as listed on the teams approved budget for the year.
* Schedule coaches meetings at his/her discretion.
* Is senior leader of all assistant coaches. A prospective assistant coach must fill out a NVHAA Leadership Application and be approved by the Board of Directors
* The removal of an assistant coach will be by unanimous agreement of the Board of Directors.
* If there is a disagreement among the coaches they are to follow the Procedures for Handling Complaints section of the Policies and Procedures.
* Submits a game schedule for the sports season to the Board by the start of the team’s season.
* The head coach is responsible for the preparation of his or her team and will determine game playing time on many factors such as, but not limited to, a player’s skill, experience, maturity, attendance, active participation, size, age, attitude, etc.
* Responsible for ensuring Youth Protection Policy is enforced.
* Read and be familiar with NVHAA Coaches manual.
* If a Coach is ejected from a game or sporting event, then there will be an immediate in-person review with the NVHAA Board of Directors.

**Additional leadership and staff positions as designated by the Program Director/Head Coach may include, but are not limited to the following:** Team Manager, Equipment Manager, Team Trainer/Medic, Scheduler, Fund Raising Manager, Parent Representative. These positions will work closely with the Board of Directors and coaches to ensure proper tasking and support.

**Team Manager/Administrator Duties and Responsibilities:**

* Shall act as secretary and maintain a record all team meetings as necessary.
* Shall support the Head Coach in all aspects of the teams operations, logistics, administration, coordination, and planning.
* Maintain all athlete records and forms or delegate maintenance to the Team Managers.
* Shall be the primary communications point of contact and work to ensure smooth administrative operations and communication of all team activities between the team leadership and the parents and players.
* Responsible for assisting coach in ensuring Youth Protection Policy is enforced.
* Ensure a First Aid Kit is available at all practices and competitions.
* Ensure concussion testing of players is up-to-date (as required by certain contact sports teams).
* With guidance from the Program Director/Head Coach, and in coordination with the Scheduler, Team Manager may coordinate and schedule Team Building events or provide support for competitions and tournaments (handle food and lodging for an overnight tournament). Depending on the event, Team Manager or Scheduler may coordinate a team trip to a watch a College Sports team or may coordinate an end-of-season team potluck and family day.

### **Equipment Manager Duties and Responsibilities:**

* The Equipment Manager will work closely with the President and Head Coach in purchasing, maintaining, and storing of all equipment used by the specific NVHAA sports team which includes, but is not limited to, uniforms, field equipment, training equipment, and storage equipment.
* The Equipment Manager will be responsible for the issue and return of all player equipment.
* The Equipment Manager will be under the direction of the President.

### **Team Trainer/Medical Personnel Duties and Responsibilities:**

* All Team Medical Personnel will be under the direction of the President.
* Maintain vital medical information for each player and have this information at each practice and game.
* Attend all practices (as possible) and games for the purpose of monitoring the health and safety of athletes, and to treat any athlete as the need arises. If the Team Medic/Trainer is unable to attend a practice or game, he/she is responsible for notifying the President and/or Head Coach and ensuring there is someone present at the practice or game with the medical information packet and the medical supply bag.
* Responsible for all player concussion testing and records. Concussion testing will be required of all players before their participation in contact playing.
* Work with any other medical personnel that are present at practices or games.
* Provide the Head Coach or his designee with an assessment of an athlete’s injury and ability to return to play. The Head Coach or his designee will notify the coaches if an athlete will not return to play.
* Notify an athlete’s parents as soon as possible of an injury which occurred at practice or a game.
* Receive doctor’s note from an injured athlete, confirming player’s return to play after an injury requiring a doctor’s visit. The Team Medic will review the doctor’s recommendation and communicate any restrictions to the coaching staff. The note will be kept with the vital medical information packet.
* Maintain a medical supplies bag and bring it to each practice and game. A budget will be allotted for medical supplies each football season. The Board of Directors will work closely with the Team Medic/Trainer to decide on the budgetary amount.
* Position will be filled with a unanimous decision of the Board of Directors. The Team Medic is to be an individual with prior medical or trainer experience to include, but not limited to First Aid and CPR training and certification (if possible).

**Program/Team Scheduler Duties and Responsibilities:**

* Works for the Program Director/Head Coach
* With guidance from the Program Director/Head Coach, coordinates and schedules games with teams and organizations outside of NVHAA.
* Keep the Program Director/Head Coach and Team Manager updated with a current list of all competitions for the season.
* Confirm an opponent’s attendance prior to a home competition/game/meet.
* \*To minimize emails, Prior to a home competition, the Scheduler may also be responsible for providing an NVHAA roster to the opposing team and requesting the opposing team’s roster. Scheduler would then pass the roster on to either the Program Director/Head Coach or the Team Manager.
* Coordinate and schedule officials for all NVHAA home competitions.
* Coordinate with Team Manager (or whoever handles team finances) to pay officials.
* With guidance from the Program Director/Head Coach, coordinate and schedule facilities for practices and games. (This may also fall under the Team Manager).
* Coordinate with Team Manager (or whoever handles team finances) to pay facility.
* With guidance from the Program Director/Head Coach, and in coordination with the Team Manager, Scheduler may coordinate and schedule other competitions, tournaments, sport events, or team building events. Depending on the event, Team Manager or Scheduler may coordinate a team trip to a watch a College Sports team or may coordinate an end-of-season team potluck and family day.

**Fundraising Manager Duties and Responsibilities:**

* Raise funds in an ethical, responsible, and effective manner.
* Report all activities to the Treasurer.
* Ensure that all transactions with private and public entities are properly governed under the tax status of the NVHAA.
* Ensure that Centurions financial needs are met well in advance.
* Maintain a significant financial operating base for the Centurions to allow for ministry opportunities, travel, lodging, trophies, field rental, facility upkeep, reimbursements, equipment maintenance and purchase, and all other charitable operations are financially met.
* Raise funds in a dignified and Christian manner.
* Gain approval of all major fundraising efforts from the President.

**Parent Representative Qualifications and Responsibilities (May sometimes be the Team Manager):**

At the discretion of the Board of Directors and coaches, a team may have a Parent Representative which would be filled by a homeschool parent who is active with the team and in the homeschool community. This is a one year term, which can be renewed by agreement of the coach, Primary Board Members, and the Parent Representative.

The qualifications for this position are the following:

* Must have a child in the program.
* Be in complete agreement with the NVHAA Centurions Statement of Faith and Vision.
* Should possess the character qualities of 1 Timothy 2 and Titus 1.
* Be able to work with people in a respectful and constructive manner to resolve issues.
* Complete a NVHAA Leadership Application and receive approval by NVHAA Centurions Board of Directors.

The position responsibilities are:

* Promote the direction and activities of the team/squad to the parents.
* Solicit support of the parents for the program's needs such as for planning and carrying out Senior Day, Homecoming, and the Awards Ceremony.
* Be the parent's second point of contact for any issues that they have (the first point of contact should be the person involved). Encourage and support the parent(s) to follow the conflict resolution guidelines below.
* Be observant for any issues that are being discussed among the parents, but are not being addressed. Help to facilitate the resolution of the issue and ensure proper communication to all parties involved.

**Procedures for Handling Complaints/Conflict Resolution Guidelines:**

Complaints by any member of NVHAA, which includes coaches, staff, players, and parents, concerning NVHAA or team operations, behavior, or concerns in general should be handled in a Christian manner in the following way:

* Take the matter to the person in question directly. Discuss the matter in a way that would role model firm but compassionate discourse.
* If that is not satisfactory, then take the matter to the Parent Representative, Team Manager, or Coach.
* If that is not satisfactory, then take the matter directly to the Primary Board of Directors.
* Players who do not conform to the intent of NVHAA can be recommended by the Head Coach to the Primary Board of Directors for removal. Board would review the recommendation and then vote. A 2/3rd majority would be required for player’s dismissal.
* Removal of a coach would be by unanimous decision of the Primary Board of Directors.

**Modesty Policy (**added August 2017)

As representatives of NVHAA, dress for practice and events should always reflect modesty. An athlete's appearance should not cause distraction or disruption. The goal of NVHAA is to glorify the Lord in all we do! (I Corinthians 10:31)

* If you bend over, you shouldn’t see anything revealed at the top or exposed at the bottom.
* If shorts are shorter than a 4" inseam (girls) or 5" inseam (guys), or are wide-legged, then compression-type biker shorts or capri leggings should be worn underneath.
* Girls must wear sports bras with proper support. No sports bras worn alone as a "top."
* If running tights are worn, then shorts must be worn over the top which cover the athlete's bottom.

**Sports Program Policy**

Board required leadership must be approved and in-place at least two months prior to the start of a sports season for athletic activities to occur.

**Player Policy:**

It is the policy of NVHAA to maximize the number of athletes participating in a sport and encourages, but does not limit, athletes to one sport per season, unless otherwise noted in the NVHAA Policies and Procedures such as a team with a Player Cap. NVHAA athletes are expected to attend all practices and games. Missed practices create less prepared individuals and teams and increase injury possibilities for both the player and their team- mates, especially in regards to contact sports (cheerleading is considered a contact sport).

* In order to support the team for which they register, it is the athlete’s responsibility to look at their personal, academic, and family schedule and make certain there are no conflicts with the team’s schedule.
* It is the player’s responsibility to notify Coaches of all absences from practices or games. Player’s and families can document absences when registering for a team. Illness, injury, religious obligations, and family emergencies are excusable reasons for an absence.
* It is a privilege to play on a team and no player is guaranteed a playing time.
* The head coach of any NVHAA sport will determine playing time for athletes and which will be based on many factors such as, but not limited to, but not limited to, a player’s skill, experience, maturity, attendance, active participation, size, age, attitude, etc.
* At the coach's discretion, both excused and unexcused absences by athletes may result in significantly less playing time.
* Each team will determine the best approach and method of accountability for team attendance.
* If an athlete wants to participate in two sports in one season, they must present their case in writing to the head coaches of the teams involved who will then discuss and present the written request to the NVHAA Primary Board for review and approval or denial.
* Athletes can participate in off-season sports while on an in-season sports team. However, if there is a schedule conflict, the in-season sport receives priority in regards to attendance and participation.

**Player Team Cap**:

### A team can have a player cap only if necessary due to limitations of coaching staff and facilities.

### If a team sets a Player Cap, that is a signal to the NVHAA Board to pursue establishing another team (of the same sport) to meet the demand. NVHAA would also consider at that time whether a new team would be a competitive or recreational team due to the abilities of the players.

* Teams with a cap may have try-outs to determine who makes the team based on the individual skill of the players.
* Players who are selected to be on the team with a Player Cap will not be allowed to play on a second in-season NVHAA team.

**Practice Players:**

* Coaches will determine if an individual can be a practice player.
* Teams with a cap can have practice players.
* Practice Players will pay a reduced registration fee and will not be expected to play in games.

**NVHAA Guidelines for Two Sport participation**

Two Sport participation by an athlete is possible, but not encouraged. There is concern for an athlete's safety and well-being, as well team training and scheduling conflicts which will arise. NVHAA encourages athletes to concentrate on one sport per season, but is willing to consider a two team sport participation on a case-by-case basis and following the procedures set out below.  Athletes can participate in off-season sports training at the same time as participating in a Seasonal sport. However, the Seasonal sport has priority with any scheduling conflicts.

Following are the General Procedures for an Athlete to Request Two Sport Participation:

1. Player talks **and** sends email to coaches of both teams involved with his/her request and reasons to play on two primary sports teams in one season.

2. Each Coach discusses with the athlete, and if necessary the parents, the request.

3. The two team coaches involved communicate with each other in regards to the request and discuss impact of athlete playing on two primary sports teams in one season. After discussing, coaches communicate by email their decision and reasons to either approve or disapprove the request to each other and the NVHAA Board at [nvhaassoc@gmail.com](mailto:nvhaassoc@gmail.com) (Pres, VP, DOO, SD, AD, Treasurer) for final decision.

4. Board Reviews coaches decisions and comments.

5. Board's actions based on coaches decisions:

* Action One: Both coaches approve request: If both coaches determine the request is acceptable, then a joint email is sent to the coaches and player and their parents by the Board Approving the decision.
* Action Two: If one or both Coaches disapprove request:  If one coach does not find this request acceptable, then after reviewing all information, the Board will make a final determination, and will lean towards NOT approving the request. A joint email would be sent to the coaches and player and their parents by the Board of the decision.

6. Board Votes on request and notifies coaches, player and parents.

**In-Season Sports Teams:**

* Spring: Track and Field
* Fall: Cheerleading, Football, Volleyball, Cross Country
* Winter: Cheerleading, Wrestling, Basketball

**Social Media Policy**

This policy concerns activities not sponsored, supervised or organized by NVHAA:

God’s hand has graciously blessed the Northern Virginia Homeschool Athletic Association (NVHAA), and we have experienced an explosion in our growth and development. As we grow, the members of the Board and the staff of each team realize we have limitations. One limitation is the 24/7 control of all aspects of the athletes’ (and their extended family’s) daily lives. Though it is the goal of NVHAA to support the parents and legal guardians as they mentor their children and encourage them in their walk with Christ, NVHAA also recognizes that God placed the parents of our athletes in ultimate control of their children. As such, it is the intent of the Board to limit discipline and control of athletes solely to the events *sponsored, supervised and/or organized by NVHAA*. NVHAA Leaders will continue to mentor and lead by example, and will support the athletes in their pursuit of Christ. NVHAA Leaders will make themselves available at a time of their own choosing to support any mentoring opportunities as needed/desired.

NVHAA utilizes Social Media to communicate/coordinate NVHAA activities. Use of Social Media in this manner is, in our opinion, one major key to the continued communication to, and recruitment of, our athletes and their families. Nevertheless, NVHAA recognizes Social Media can be misused. Social Media generated by athletes/participants in NVHAA, but not on an official NVHAA social media site, is not in the control of NVHAA leaders. NVHAA will continue to promote any form of communication that is positive and promotes the qualities and attributes of Christ. Discouraging, negative, sarcastic, degrading posts, bullying on any form of social media, or other related forms of communication, are not condoned by NVHAA or its leaders.

It is our expectation that, as the God-appointed leaders of their children, parents will continue to monitor their children’s daily activities and will guide them to a deeper walk with God. NVHAA does not believe it is our responsibility to control activities outside of NVHAA-sponsored, supervised or organized events.

**Parent Code of Conduct attached**

**Player Code of Conduct attached**

**Youth Protection Policy attached**

**Northern Virginia Homeschool Athletic Association**

**Parent Code of Conduct**

I am a representative of the Northern Virginia Homeschool Athletic Association (NVHAA) and all that I do in public can bring credit or discredit to my child’s team. I will endeavor to uphold the high standards, ethics, and esprit de corps of the NVHAA, and realize that the ministry of Christ can be affected by what I say and do. While supporting NVHAA events, I will ensure that the reputation of the NVHAA is upheld and kept clean.

I will encourage my child to play clean and fair. I will not punish my child by removing him/her from practice or games due to misbehavior at home, but will find other methods to discipline him/her. I will ensure that my child comes to all practices and games.

I realize that removing my child from a game for reasons other than extreme family distress will likely cause him/her to sit out the following game to discourage absenteeism at games. I also realize that the likelihood of injury to other players increases when players are suddenly absent for games and must replace positions without sufficient practice. I realize that if my child does not conform to the intent of the program, he/she can be recommended by the Head Coach to the Board of Directors for removal.

After a minimum of 24 hours and prayerfully considering the incident or situation, I will inform the head coach or another coach when I am concerned about anything concerning my child’s participation, health, safety, spiritual or emotional well-being. I will confront players who violate their code of ethics and report them to the coaches for evaluation. I will inform the coaching staff of any of my concerns about the team.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Northern Virginia Homeschool Athletic Association**

**Player Code of Conduct**

I accept that I am a representative of the Northern Virginia Homeschool Athletic Association (NVHAA) and all that I do in public can bring credit or discredit to my team. I will endeavor to uphold the high standards, ethics, professionalism, and esprit de corps of the NVHAA, and realize that the ministry of Christ can be affected by what I say and do. While wearing the NVHAA uniform or anything with the NVHAA logo, or while participating in NVHAA events, I must ensure that the reputation of the organization is upheld and kept clean.

I will do all I can to exemplify Christ in my behaviors toward others. I will play clean, hard, and fair. My use of social media, pictures, videos, and my behavior in public will not embarrass or diminish the reputation of the NVHAA.

I realize the success of the team depends on attendance of all players. If I do not show up to practice or a game, I jeopardize the safety and strategy of the team. I understand that if  I have an unexcused absence from a practice or do not show up, I may not play in the next game or meet.

I understand that Public Displays of Affection (simply known as PDA) are acts of physical intimacy done in a public space.  Examples include things like hugging, kissing, handholding, cuddling, and other kinds of intimate touching.  PDA does not preclude the expression of comradery between players, but rather creating conditions where others are uncomfortable with their actions. I understand It is the policy of NVHAA to discourage PDA, and conforming to the definition above, the enforcement of PDA will be left to the discretion of the leader of the NVHAA activity as appointed by the Board of NVHAA.

I realize that profanity, fighting, disrespect to coaches or parents, unsportsmanlike conduct, or publicly representing the NVHAA in a negative light may result in my removal from the team without refund. I will respect my parents and inform them of any issues I have on the team. I will not hide a concussion or other injury, but will report them to the team medic or a coach.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NVHAA Youth Protection Policy

Barriers to Abuse

NVHAA has adopted the following policies for the safety and well-being of its members and athletes. These policies primarily protect youth members; however, they also serve to protect adult eaders.  NVHAA Coaches/leaders in positions of youth leadership and supervision outside the program will find these policies help protect youth in those situations as well.

Two-deep leadership on all outings required.  A minimum of two NVHAA Board Approved adult Coach/leaders, or one approved leader and a participating parent, or another adult is required for all trips and outings.  One of these adults must be 21 years of age or older.

Adult Supervision/Coed Activities:

Male and female adult leaders must be present for all overnight coed trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a board approved coach/leader of the NVHAA.

One-on-one contact between adults and youth members is prohibited. Any personal conference, such as a correction or spiritual needs conference, is to be conducted with the knowledge and in view of other adults and/or youth.

Two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Coaches/Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities (games, social media, etc.) with youth members. Leaders should copy a parent and another leader in digital and online communication, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication.

Hotels/Camps

Age-appropriate and separate accommodations for adults and Athletes are required.

No adult may share a room/suite with the opposite sex unless he or she is that adult’s spouse, sibling or child.

No youth may share a room/suite with an adult or a person of the opposite sex other than a family member or guardian. Assigning youth members more than two years apart in age to sleep in the same area should be avoided unless the youth are relatives.

Shower Facilities

Whenever possible, separate shower and latrine facilities should be provided for male/female adults and male/female youth, if separate facilities are not available, separate shower times should be scheduled and posted.

Buddy System

The buddy system should be used at all times. The buddy system is a safety measure for all athletes.

Privacy of youth is respected. Adult leaders and youth must respect each other’s privacy, especially in situations such as changing clothes and taking showers at camp. Adults may enter youth changing or showering areas only to the extent that health and safety requires.  Adults must protect their own privacy in similar situations.

Electronic Devices

Inappropriate use of smart phones, cameras, imaging, or digital devices is prohibited. Although most people use cameras and other imaging devices responsibly, it is easy to unintentionally or inadvertently invade the privacy of other individuals with such devices. The use of any device capable of recording or transmitting visual images in or near shower houses, restrooms, or other areas where privacy is expected is inappropriate.

No secret organizations.  The NVHAA does not recognize any secret organizations as part of its program. All aspects of the athletic program are open to observation by parents and leaders.

Youth leadership is monitored by adult leaders.  Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure policies are followed.

Discipline must be constructive. Discipline used in coaching must be constructive and reflect Christian values. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited. Examples of positive discipline include verbal praise and high fives.

Appropriate attire is required for all activities.  Proper clothing for activities is required.

No hazing. Hazing and initiations are prohibited and may not be included as part of any NVHAA activity.

No bullying. Verbal, physical, and cyberbullying are prohibited.

Mandatory Reporting of Child Abuse   
All persons involved in NVHAA must report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated to any other person.

Immediately notify the NVHAA Board of this report, or of any violation of NVHAA's Youth Protection policies, so he or she may take appropriate action for the safety of our Athletes, make appropriate notifications, and follow up with investigating agencies. State-by-state mandatory reporting information: [www.childwelfare.gov](http://www.childwelfare.gov/)

All adult leaders and youth members have responsibility. Everyone is responsible for acting in accordance with biblical principles, following Christ's examples. Physical violence, sexual activity, emotional abuse, spiritual abuse, unauthorized weapons, hazing, discrimination, harassment, initiation rites, bullying, cyberbullying, theft, verbal insults, drugs, alcohol, and pornography have no place in our program and may result in revocation of membership and in ability to play for or lead any team, or athletic event. Coaches and NVHAA leaders in our teams are responsible for monitoring the behavior of youth members and other leaders and interceding when necessary. If youth members misbehave, their parents should be informed and asked for assistance.

Incidents requiring an immediate report to the NVHAA Board of Directors

The following must be reported to the board for immediate action, include:

* Any threat or use of a weapon
* Any negative behavior associated with race, color, national origin, religion, sexual orientation, or disability
* Any reports to authorities where the NVHAA’s Mandatory Reporting of Child Abuse policy or your state’s mandatory reporting of child abuse laws apply
* Any abuse of a child that meets state reporting mandates for bullying or harassment or hazing.
* Any mention or threats of suicide

If someone is at immediate risk of harm, call 911.

If a Athlete is bullied because of race, color, national origin, religion, sexual orientation, or disability, and local help is not working to solve the problem, contact the NVHAA’s Parent Representative.

Your Responsibility

* Stop the policy violation or abuse.
* Protect the youth.
* Separate alleged victim from alleged perpetrator.
* Summon needed assistance (911, EMS, additional leaders, etc.).
* Notify parents.
* Notify the appropriate NVHAA Leader/Coach.

This policy is approved by the NVHAA Board. For questions or concerns, contact the President at [nvhaassoc@gmail.com](mailto:nvhaassoc@gmail.com) or Spiritual Director at [sdnvhaa@](mailto:sdnvhaa@)gmail.com.