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

### **Policies and Procedures**

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 high school young men and women (ages 13-18) who are either homeschooled or otherwise do not have the opportunity (i.e. private schooler whose school does not have an equivalent sports program), 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 for football and the Virginia Homeschool Athletic Association for Basketball. 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.  You must be a homeschooler, a homeschooler/dual-enrolled college student, or a student at a public or private school/academy without an equivalent sports team. If you have received a high school diploma, you are not eligible.

2.  You must 18 or younger as of 31 July of the year playing.

3.  You must have played less than 4 varsity seasons of the high school sport for which you are participating (that includes private or public schools in the past) to play.  Middle school and JV do not count.

4.  For the Football Team Only: On a case-by-case basis the team may have up to five players who attend schools or academies that have a football team.  This rule will be reviewed annually after the team completes the previous seasons competitiveness study. The intent is not to recruit highly competitive football players from public schools, but to offer a small number of players a Christian environment for football.

**Health**

Each 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 Team registration form 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 Administrator.

**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 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**

The voting Board of Directors, at a minimum, shall consist of the President, Treasurer, Spiritual Director, Administrator, 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, 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 listed in the policies and procedures or otherwise 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 maintain minutes from the Board of Directors meetings 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.

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

* The Head Coach directs and manages all aspects of coaching the specific sports team.
* The Head Coach will schedule coaches meetings at his discretion.
* The Head Coach will be the senior leader of all assistant coaches. A prospective assistant coach must fill out a NVHAA Ministry 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 schedule for the football season to the Board for approval by 1 March each year.

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

* The Treasurer shall have charge of and be responsible for all funds, securities, receipts, and disbursements of the NVHAA Centurions 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.

**Administrator/Secretary Duties and Responsibilities:**

* The Administrator shall act as secretary of all meetings of the Board of Directors of the NVHAA Centurions.
* 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.
* 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.

Additional staff positions may include, but are not limited to the following: Equipment Manager, Team Trainer/Medic, Fund Raising Manager, Parent Representative. These positions will work closely with the Board of Directors to ensure proper tasking and support.

### **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).

**Parent Representative**

At the discretion of the Board of Directors there may be a Parent Representative who may be filled by a homeschool parent who is active with the team and in the homeschool community. This is a 1 year term, which can be renewed by agreement of the other board members and the Parent Representative.

The qualifications for this position are the following:

* Must have a son 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.
* 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.

**Fundraising Manager Duties and Responsibilities:**

The position responsibilities are:

* 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.

**Procedures for Handling Complaints**

Complaints about team operations, behavior, or concerns in general should be handled in a Christian manner.

* 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, who is a member of the Centurions Board.
* If that is not satisfactory, then take the matter to the Board of Directors directly.
* Players who do not conform to the intent of the football program can be recommended by the Head Coach to the Board of Directors for removal. Board would review the recommendation and then vote. A 2/3rd majority would be required for players dismissal.
* Removal of a coach would be by unanimous decision of the Board of Directors.

**Parent Code of Conduct on page 9**

**Player Code of Conduct on page 10.**

**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, 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_