



# COMMISSIONER HANDBOOK

2020-2021

## Table of Contents

Welcome	2
Introduction, Statement of Faith	3
Overview and Department Philosophy of Feast Athletics	4
Commissioner Requirements and Selection	5
Commissioner Expectations and Responsibilities	6
<ul style="list-style-type: none"><li>• Selecting an Assistant Commissioner/s</li><li>• Construct a purpose, a plan, procedures</li></ul>	
Leasing Athletic Venues, Finances	8
<ul style="list-style-type: none"><li>• Budgets</li><li>• Registrations and Other fees/revenues</li><li>• Reimbursement of Expenses</li><li>• Admissions</li><li>• Tournament Entry Fees</li><li>• Vendor Payment</li></ul>	
Selecting a Coaching Team	11
<ul style="list-style-type: none"><li>• Head Coach</li><li>• Assistant Coach/s and or Graduate Assistant/s</li><li>• Application Process</li></ul>	
Scheduling	13
<ul style="list-style-type: none"><li>• Season Scheduling</li><li>• Scheduling Timeline</li><li>• Changing Schedules/Changing or Canceling Events</li><li>• Additional Team Events</li><li>• Department of Events</li></ul>	
Recruiting, Athletic Orientation, Registration Procedure	14
Parent Meeting	15
Team Uniforms	16
Discipline, Medical	17
Incident Reports/Procedure	18
Concessions/Spirit Wear, Reports, Marketing	19
Signature Page	21
Appendix	22

Dear Commissioner,

Welcome to FEAST Athletics!

FEAST Athletics truly appreciates your willingness to serve as a volunteer for FEAST and its families. It is only by the grace of God and your servant leadership that we can provide an athletics program for home schooled student-athletes at FEAST. Thank you.

FEAST is a Christian based organization that is focused on building not only the student-athlete and their character but also family relationships in addition to the skills for the sport. We support the student and the athlete as we support the values of home schooling in South Texas and San Antonio. FEAST, who is recognized across the state and national scene for home school athletics, has proven organizational leadership in athletics for 30+ years. Leadership that that has resulted in tested and true written policies, procedure, rules, and regulations and a leadership team that creates support and direction when handling the unexpected and the challenging situations that inevitably present themselves each season. The policies and procedures in place, help maintain a strong program and develop a desirable reputation with UIL, TAPS, TAI AO and other homeschool organizations across Texas and the nation.

FEAST is also an established 501(c)(3) organization that has checks and balances for accounting that includes 3<sup>rd</sup> party review and tax reporting, has had long term establishment of group insurance for our athletic programs, and dedicated leadership across multiple sports allowing for a cohesive program. These are only some of the things that FEAST Athletics does for its Commissioners, Coaches, families, and student-athletes.

This handbook is intended to be a living document that will grow and change as needed, season by season and year by year and should be used in conjunction with our FEAST Athletic Handbook. As a Commissioner, you are responsible for following the policies and procedures that are covered in this handbook as well as the policies, procedures, rules, and regulations found in the FEAST Athletic Handbook. Make sure that you are very familiar with the contents of both publications and the requirements found in both, because all of them will have impact on the way you administer your sport, relate to the student-athletes and their families, and communicate the expectations that are required from all concerned.

Again, let me thank you for your willingness to serve! I look forward to working with you and to a long and rewarding partnership! May the Lord bless you.

GO PATRIOTS!

*Sherri Kunkel*  
**Athletic Administrator**

## INTRODUCTION

We are very excited that you are considering joining FEAST in the role of a Commissioner for the upcoming athletic season. In being a part of FEAST Athletics, we will provide you with multiple administrative support systems that will allow you to focus more of your time on the sport, students and families that you love and want to serve and support. Below are just a few of the administrative support systems that FEAST has for you to enjoy and benefit from this season:

1. Proven organization with 30+ years of experience in home school athletics who is recognized across the state and national scene for home school athletics.
2. An established 501(c)(3) that allows for checks and balances for accounting.
3. An accounting system with a bookkeeper to help track expenses. Annually audited by a 3<sup>rd</sup> party.
4. Online systems for registration of athletes.
5. Online systems for payment of expenses and fees associated with each sport
6. Umbrella Insurance
7. Time proven policies and procedures that effectively create and maintain a strong program and develops a desirable reputation with UIL, TAPS, TAIPO and other homeschool organizations across Texas and the nation.
8. A leadership team that creates support and direction when handling the unexpected and the challenging situations that inevitably present themselves each season.

Athletics have had a significant influence on American culture and society and enjoy unique status in the American value system. FEAST Athletics believes that through participation in our athletic program, student-athletes will inherently learn life skills enabling them to be productive members of society capable of managing time, striving to set and obtain goals, and developing an enhanced self-discipline.

Three main themes are apparent in all successful athletic programs: integrity, character, and honesty. These themes must be exhibited first by leadership, who is then held accountable for passing these characteristics on to each coach and student-athlete. FEAST, FEAST Athletics and the FEAST Board place the highest amount of trust in our Commissioners and coaches. We trust them to convey the heart, direction, and mission of FEAST to the families participating in their specific sport. With this high level of trust, there are specific expectations for our athletic leadership.

The purpose of the FEAST Athletics Commissioner Handbook is to provide an outline of these specific expectations and administrative aspects necessary to implement a sport in the FEAST Athletics program. Furthermore, it is a reference guide, to help clarify any questions that a commissioner might have about FEAST Athletics and give guidelines on how to manage the elements of team athletics and the athletics program.

This is intended to be a living document that will grow and change as needed, season by season and year by year. As a Commissioner, you will be responsible to ensure that you keep the most current documents in your Commissioner Handbook. These forms will be distributed by the FEAST Athletics Office.

The FEAST Board and the Athletic Administrator welcome any questions you may have.

## FEAST STATEMENT OF FAITH

- **We believe** the Holy Bible, both Old and New Testaments, to be the inspired Word of God, without error, the complete revelation of His will for the salvation of man, and the Divine and final authority for all Christian faith and life.
- **We believe** in one infinite, triune God: Father, Son and Holy Spirit.
- **We believe** Jesus Christ is the true God and the true man, having been conceived by the Holy Spirit

and born of the Virgin Mary. Having lived sinless, He truly died and was resurrected in His own body for our atonement and resurrection.

- **We believe** that only through His death by the shedding of His blood and His resurrection are we provided justification and salvation.
- **We believe** in the bodily resurrection of all mankind, of the believer to an everlasting dwelling with God, of the unbeliever to an everlasting, conscious hell without God.
- **We believe** that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, to convict men of sin, regenerate the believing sinner, indwell, guide, instruct, comfort, and empower the believer for godly living and service.
- **We believe** in the imminent, bodily return of the Lord Jesus Christ.

All leadership will be required to agree and sign this Statement of Faith. We are a faith-based program and therefore will promote and further the kingdom of God in all we do.

## **OVERVIEW AND DEPARTMENT PHILOSOPHY OF FEAST ATHLETICS**

*“And whatsoever ye do, do it heartily, as to the Lord, and not unto men; Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.” Colossians 3:23-24*

At FEAST Athletics, we believe that every aspect of our athletic programs should center on faithfulness to God, and in the full and complete stewardship of our talents.

Commissioners and coaches in FEAST Athletics strive toward this goal in the way we practice, play cheer, win, and lose. We believe that all our talents and abilities are God-given. We believe that all of our student-athletes are capable of serving God by developing talents through consistent practice, the contribution of personal skills to a team, the testing of abilities in competition, and the displaying of humble and teachable spirits in both victory and defeat.

We strive for excellence by expecting to succeed in all we do. We do not define success simply as winning. Success is measured by the efforts we make, the means we use, the attention we give, the reactions we have and the sportsmanship we display.

As an Athletic Department, we respect and are committed to academic development and athletic achievement of each student-athlete that chooses FEAST Athletics.

Our overall goal at FEAST Athletics is to create community and fellowship for home schooling families and students in South Texas while also making available a high-quality competitive athletic program. We have chosen to be a competitive program because we believe that athletic competition gives young people opportunities to persevere under trial. On the field, track, or court, student-athletes must practice godliness and self-control when dealing with real-world pressures such as time limits, unreasonable authority figures, unfair circumstances, and ruthless opponents. This practice will prove invaluable later in life.

FEAST Athletics does not provide recreational sports. Because of the competitive nature of FEAST Athletics, emphasis is placed on fielding teams capable of competing against other schools, both public and private. In team sports, coaches will use practice times to focus primarily on team skills development. For all sports, the improvement of an individual athlete’s skills is the responsibility of the athlete and his or her parents through private sports camps and co-op classes offered on the FEAST campus, local home school support groups, church leagues, YMCA, etc.

FEAST Athletics places greater emphasis on regular season competition than on off-season events such as home school championships. We attempt to structure our teams so that they are competitive at home school championships, but our priority is regular season competition. That is why we adhere as closely as

possible to TAPPS or UIL guidelines.

Finally, FEAST Athletics is primarily, if not wholly, a volunteer organization and it is rare to have paid Commissioners, Coaches, or staff for any given sport. While it is understandable that the value provided and given by paid Commissioners, Coaches and staff is indeed very beneficial, it is also true that the opportunity to participate needs to be affordable enough for home school families. If the sport is not cost-effective, there may be an inability to field a team. As it incurs added expenses to families, the use of paid Commissioners, Coaches or staff must be first approved by the Athletic Administrator and then the Board of Directors, so that it may be determined whether the budget for the sport can financially support the paid personnel or not.

## **COMMISSIONER REQUIREMENTS AND SELECTION**

*“Seest thou a man diligent in his business? He shall stand before kings; he shall not stand before mean men.”  
Proverbs 22:29*

The Athletic Commissioner works in partnership with the Athletics Administrator to maintain, organize, and administer their specific sport. They are responsible for the overall direction of their specific sport as well as ensuring compliance with all league and FEAST Athletics policies, procedures, rules, and regulations. Commissioners are authority figures; therefore, FEAST Athletics and the Board takes the job of selection very seriously. A Commissioner needs to agree with and support the FEAST Athletics Handbook and all policies, procedures, rules, and regulations found within as well as be an individual who can interface with adults and be trusted with the oversight of children. It is recommended that a Commissioner not coach in the sport they are Commissioner of so as to allow their focus to be on the overall program.

A prospective Commissioner must:

- Be a committed Christian evidencing Godly character, being above reproach in word and actions in daily life as well as within the FEAST community. (I Timothy 3:1-11)
- Be supportive in words and actions of the FEAST organization, its mission, and standards.
- Agree with and support the FEAST Statement of Faith.
- Be experienced in administrative activities such as budgeting, scheduling, communicating, and decision making for the benefit of all parties (FEAST, team and individual).

FEAST **prefers** that a prospective Commissioner:

- Be a parent of a player on a FEAST team.
- Be a home school parent or graduate.
- Be knowledgeable in the sport.
- Have coached or assisted for FEAST.

Individuals who are interested in being a Commissioner for FEAST should do the following:

- Discuss their desire with the Athletic Administrator.
- Familiarize themselves thoroughly with the FEAST Athletic Handbook (*available online*).
- Fill out an application (*available online*).

A Commissioner serves at the pleasure of the Board for a one-year term. **Selection as a Commissioner is not automatically renewable.**

Notices for Commissioners will be posted at the end of every season in the MANNA and on the specific sports web page for a period of 30 days. All applications must be filled out online at: [www.homeschoolfeast.com/athletics/](http://www.homeschoolfeast.com/athletics/). Standing Commissioners will be given priority in scheduling

interviews. If the application is accepted, a copy of a valid Texas ID will be required.

**If there are no applicants for the Commissioner position and the standing Commissioner is no longer interested in continuing, then that specific sport will not be offered until such time as a Commissioner is found. This is true whether the sport is existing or new.**

Interviews will be scheduled within two weeks of the close of applications. The Athletic Administrator and Executive Director will conduct these interviews either in person, by phone or by Zoom. Once all applicants have been interviewed, a recommendation will be sent to the FEAST Board of Directors for review and decision. More steps may be required or requested.

Once selection has been determined, the applicant will need to pass a required background check and provide signed record of Child Safety and Youth Protection Training, as well as complete the online Child Safety training.

All applicants should allow 2-3 weeks for completion of the approval process. Until an individual's application has gone through the entire approval process, he or she may not act in the capacity of a Commissioner.

## **COMMISSIONER EXPECTATIONS AND RESPONSIBILITIES**

*“Thou wilt surely wear away, both thou, and this people that is with thee: for this thing is too heavy for thee; thou art not able to perform it thyself alone.” Exodus 18:18*

It is your job to carry out the directions of the Board, Athletic Committee, and the Athletic Administrator in all areas of athletic procedures policies, rules, and regulations. The expectations of a Commissioner are:

- To convey the heart, direction, and mission of FEAST to the families participating in your specific sport.
- To ensure that there are frequent fellowship opportunities for students and families in the athletics program such as after game/meet meal opportunities, ice cream socials, etc. so that there is visible and significant emphasis on community where families development friendships and belonging as well as encouragement in their home schooling efforts.
- To coordinate, with the head coach/es, the scheduling of all practices, games, and other activities for your specific sport.
- To develop and submit a comprehensive budget and administrate thereof said budget for your specific sport in a timely manner. (See “Finances” for more information on budgets.)
- To ensure the Athletic Administer is included on official team communication channels. For example: email distributions, Facebook groups, Group Texts, Member and Administrator of HUDL, Shutterfly, etc.
- To be responsible for assuring that your specific sport adheres to the FEAST Athletics Eligibility requirements.
- That prior to the beginning of your specific sport's season, the following tasks will be completed:
  - Turn in team rosters to the Athletic Administrator.
  - A schedule of all games, practices, and tournaments is turned in to the Athletics Office two weeks prior to the start of season.
  - If applicable, all 14-year old's participating on a varsity team must fill out a varsity waiver. A copy of the waiver may be obtained from the Athletic Administrator. Please note that the waiver must be approved by the AA before the student-athlete is permitted to participate in high school team athletics.
  - Be sure that all participating student-athletes are complying with the eligibility requirements for any league participation. As the Commissioner, it is your primary

responsibility to understand and monitor each league's rules.

- To interview and recommend to the Athletic Administrator and Athletic Committee each potential coach for teams within their specific sport.
- To support response and resolution to incident reports as required.
- To submit monthly updates for the MANNA to communicate recent activities and future opportunities for their specific sport.

### **Selecting an Assistant Commissioner/s:**

A Commissioner should have an assistant - someone he or she can mentor in the responsibilities and duties of the position and who will be able to meet the same high standards required of a Commissioner. If a Commissioner becomes unable to fulfill his or her duties, either temporarily or permanently, this assistant will be able to step in and ensure continuity for the sport - an invaluable service to the program. Training and equipping people to assume positions of leadership will enable FEAST Athletics to keep our focus on not only fielding athletic teams, but also on building the organization and helping it prosper. It is recommended that an Assistant Commissioner not be head coach in the sport they are Commissioner of so as to allow their focus to be on the overall program. Interested candidates shall meet the same requirements and hiring procedures as the Commissioner.

### **Construct A Purpose, Plan and Procedures:**

Another way to ensure the longevity of FEAST Athletics is to anticipate those times when a Commissioner will need to hand over his or her responsibilities to another and to make that transition as smooth as possible. Ideally, the new Commissioner will have been an assistant to the current Commissioner and will already be familiar with the details of administering the sport. However, that may not always be the case. Therefore, an acting Commissioner should take the time to think through the following for his or her sport:

- Purpose - the rationale for its existence. This plan must be consistent with the purpose of FEAST Athletics
- Goals - measurable targets to be reached by the sport and its participants.
- Objectives - the spiritual, mental, and physical gains to be achieved during the process of reaching the goals.
- Plan - an explanation of how the sport is run.
- Procedures - an outline of those methods, processes, sequences, etc. that help the sport run steadily and efficiently and the details that are needed to accomplish the goals and objectives of the sport. These procedures will include whatever rules or guidelines are specific to the sport and may not be covered by FEAST policy or the Athletic Handbook. (For example, a basketball Commissioner may want to include a technical foul policy.)
- Any other information and that he or she considers important to the health of his or her sport and are in keeping with existing FEAST standards, rules, policies, and procedures.

Commissioners should put their purpose, plan, and procedures into writing, submit them to the Athletic Administrator for approval, and then put them in their Leadership Handbook.

When a new Commissioner takes over the running of a sport, he or she will be able to gain a greater understanding of where the sport is headed by looking over the former Commissioner's purpose, plan, and procedures. He or she will know more clearly why things are done the way they are. This will help the new Commissioner have fewer questions, waste less time and energy, and keep the sport running more smoothly as he or she adjusts to the role.

*See Example in Appendix*

## **LEASING ATHLETIC VENUES**

The Commissioner is responsible for securing a venue for their specific sport. It is at the discretion of the Commissioner if that venue will be all inclusive for the sport (all practices and home games will be held at that venue) or if there will be more than one venue for that sport (one venue for home games and one venue for practices). The Athletic Administrator is available to assist with this process.

Any contracts, leases or agreements for any merchandise or service, including venues, regardless of the source of funds, must be reviewed by the Athletic Administrator to ensure that the terms and conditions of the agreement are in accordance with FEAST Athletics policies. **The Athletic Administrator, FEAST Executive Director and the FEAST Athletic Committee Chairperson** are the only representatives of FEAST Athletics who are authorized to sign contracts, leases, or agreements of any kind.

It is the expectation that each Commissioner will take responsibility for ensuring that coaches, student-athletes, and their families take care of the facilities we lease. The condition of the facility is a direct reflection of the FEAST Athletic program and we need to leave them in better condition than we found them. Bottom line – be good stewards and take pride in the facilities we use.

## **FINANCES**

*“He that handleth a matter wisely shall find good; and whoso trusteth in the Lord, happy is he.” Proverbs 16:20*

FEAST has developed the following guidelines to help us be faithful stewards in adhering to the requirements demanded of us by the by the Lord (Romans 13:1) and by the government. The intention of a budget is to be good stewards of God-given resources. FEAST is a non-profit organization qualified to conduct its operations under 501(c)(3) of the Internal Revenue Code. This status requires FEAST to abide by certain financial standards, procedures, and protocols.

A 501(c)(3) organization is a corporation, trust, unincorporated association, or other type of organization exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.

26 U.S.C. § 170 provides a deduction for federal income tax purposes, for some donors who make charitable contributions to most types of 501(c)(3) organizations, among others. Regulations specify which such deductions must be verifiable to be allowed (e.g., receipts for donations of \$250 or more).

Due to the tax deductions associated with donations, loss of 501(c)(3) status can be highly challenging if not fatal to a charity's continued operation, as many foundations and corporate matching funds do not grant funds to a charity without such status, and individual donors often do not donate to such a charity due to the unavailability of the deduction.

Per the IRS, the organization must not be organized or operated for the benefit of private interests, and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. In other words, any fundraising done has to benefit the entire team/program and not a single player/s on a team or in the program. Any families who are requesting scholarships to participate in athletics will need to fill out a scholarship request form and meet certain requirements.

### **Budgets**

On an annual basis, Commissioners shall submit a proposed budget for their specific sport. This needs to be completed three to four months prior to the beginning of the sport's season. The budget should ideally, represent the basic needs of running the program. It is recommended that the revenues are 10% greater than expected expenses to insure the sport ends with a positive balance.

The Commissioner will receive, from the Athletic Administrator, the previous years' actual revenue and

expense analysis report. This analysis report will be used by the Commissioner to build the budget for the upcoming season. It is recommended that a 10% increase be added to the previous season's budget to allow for inflation.

Commissioners should use the following factors for developing their budgets:

1. Current inventory of uniforms and equipment
2. Condition and age of existing equipment
3. Uniform rotation plan in force
4. Number of teams and athletes in the program
5. Equipment rule changes
6. Projected long-range needs of the program
7. Projected gate revenues
8. Projected revenues from fundraisers/donations

The budget should also include the following expense items:

1. Payroll
2. FICA
3. TWC
4. Athletic Director Fee - \$15 per player for the first 50 participants
5. Credit Card Charge Fees
6. Insurance – Football and Soccer \$12.50 per player – All other sports \$8.50 per player
7. Other Expenses as seen on the budget form

**Budgets must be presented on the appropriate form to the Athletic Administrator. Forms will be emailed from the FEAST Athletics Office.**

Once the proposed budget is approved by the Athletic Administrator, it will be turned over to the Executive Director for final approval. When the process is complete, the Athletic Administrator will work with the Commissioner to track all income and expenses during their season. Monthly updates will be provided to the Commissioner by the Athletics Office.

These budgets will be used by the FEAST office in auditing the financial position of each sport. Each sport is expected to complete its season with a positive balance. Any deficit funds must be addressed by the Commissioner and sport so that the result is not a deficit unless an exception is granted by the FEAST Board of Directors. The FEAST fiscal year runs July through June. All anticipated income and expenses shall be included in the budget. A sample budget is included in the appendix, and more specific examples are available upon request. The Athletic Administrator, the Executive Director, or a member of the FEAST Athletics Committee are available to assist each Commissioner in the development of a budget.

All transactions (revenue and expenses) for FEAST Athletics activities must be logged by FEAST Accounting so that it can be audited by a 3rd Party and to ensure it complies with 26 U.S.C. § 170 for 501(c)(3) organizations.

**Registration and Other Fees/Revenue**

Registration and other fees for each sport shall be accomplished with the support of the FEAST Athletics office using an internet system or by mail. Commissioners should not accept registration fees from families nor should they accept entry fees from schools or individuals participating in an athletic tournament or meet. All payments and revenues must be made through the mail, dropped off at the Resource Center, or by an internet system directly to FEAST Athletics so that FEAST Accounting has an auditable record of the transaction.

Families are responsible for complete payments prior to engaging in a sport's practices or games. The

Athletic Administrator, Commissioner and Head Coach shall work together to ensure all payments have been received in a timely manner.

“Bartering” is not allowed in exchange for registration or uniform fees.

Registration fees should be used to benefit the team that the student-athlete is registering for.

## **Reimbursement of Expenses**

### **Budgeted Expenses:**

Payments of athletics-related expenses are handled by the FEAST Accounting Office. These requests should be submitted in writing, to the FEAST Athletics Office, preferably on an expense requisition form, and need to be accompanied by the invoice or receipt.

The Athletics Administrator will verify that the purchases have been budgeted prior to submission to the Accounting Office. Requests for payment of expenses that fall into categories such as miscellaneous or supplies must be submitted to the Athletic Administrator with an explanation. All reimbursements will be by check and will be mailed within five (5) working days of verification.

If requested, checks for budgeted items may be written directly to businesses by FEAST if a purchase order or quote is submitted to the Athletic Administrator for budget verification. Checks to businesses will be issued within five (5) working days. No reimbursements will be issued on receipts 60 days after the date of the transaction/s.

**Uniform purchases must be paid by the Accounting Office and may not be a reimbursable item. It may be possible for the Athletic Office to pay for uniforms using a means other than a check.**

### **Non-budgeted Expenses:**

All extraordinary and/or unanticipated expenses that were not in the approved budget, i.e., additional games, tournaments, equipment expenses, etc., must have a request submitted to the Athletic Administrator. The request must include an explanation of how the Commissioner plans to cover the unexpected expense (e.g. fundraiser, donation, etc.) if necessary, as well as a revised budget. If the expense is approved the Athletic Administrator will notify the Commissioner that they may proceed with the proposed plan.

## **Admissions**

Whenever a game or event is hosted by FEAST, a reasonable admission fee may be charged to all individuals entering the game, except coaches, assistant coaches, players, officials, and other optional support positions such as scorekeepers, timekeepers, statistics keeper and other volunteers as the Commissioner may approve.

Each team is responsible for collecting admissions during their game or meet. Each Head Coach is responsible for picking up his or her team’s admissions bag at the end of every game or meet and turning in the admissions money within seven (7) working days from the date of the game to the FEAST Athletic Office. It is strongly encouraged that the person(s) collecting the admissions have a double check verified of the amount of monies collected with signature and dating of the information. The Athletic Administrator will count the funds and issue a receipt. Admissions procedures and forms are available in the Appendix.

## **Tournament Entry Fees**

As soon as the Commissioner schedules a team for a tournament, and the tournament information is received, an Entry Fee Requisition Form will need to be filled out and submitted in person, or by email, to the FEAST Athletics Office. The meet invite or information letter from the organization sponsoring the event needs to be attached. The letter needs to include the cost of the event, who to make the check

payable to and the address for mailing. This may be accomplished via electronic means to speed up the process. The Athletic Administrator will verify the funds are available in the budget. Once the funds have been verified the request will be sent to the Accounting Office for payment. Checks will be issued within five (5) working days and mailed from the FEAST Athletics Office. Please allow for extra time when making your requests.

*See Appendix for forms*

### **Vendor Payments**

Per IRS requirements all payments issued to schools, individuals, or organizations will require a signed W-9 on file with the Accounting office. This only needs to be submitted once and will be kept on file. If a W-9 is not on file, payment may be delayed.

## **SELECTING A COACHING TEAM**

*“When the righteous are in authority, the people rejoice; but when the wicked beareth rule, the people mourn.”  
Proverbs 29:2*

It is the responsibility of the coaching staff to provide a safe, secure, and encouraging environment for each student-athlete. Coaches are held to the highest standard of professional conduct, on and off the playing field or court. The integrity of our coaches is of utmost importance whether it is during a school related sports time or personal time. It is the Commissioner’s job to select the most qualified staff.

### **Head Coaches**

Head Coaches are authority figures; therefore, FEAST Athletics and the Board takes the job of selection very seriously. FEAST Athletics expects Head Coaches to agree with and support the FEAST Athletics Handbook and all policies, procedures, rules, and regulations found within as well as be an individual who can interface with adults and be trusted with the oversight of children.

A prospective Head Coach must:

- Be a committed Christian evidencing Godly character, being above reproach in word and actions in daily life as well as within the FEAST community. (I Timothy 3:1-11)
- Be supportive in words and actions of the FEAST organization, its mission, and standards.
- Agree with and support the FEAST Statement of Faith.

FEAST **prefers** that a prospective Head Coach:

- Be a parent of a player on a FEAST team.
- Be a home school parent or graduate.
- Be knowledgeable in the sport.
- Have coached or assisted for FEAST.

Other factors may come into play, such as:

- Opinions of parents and players (*must be submitted in writing*).
- Input from opponents and officials.
- Observations made by the FEAST Board, Sports Committee and Athletic Administrator.

Individuals who are interested in being a Head Coach for FEAST should do the following:

- Discuss their desire with the appropriate Commissioner.
- Familiarize themselves thoroughly with the FEAST Athletic Handbook (*available online*).

- Fill out an application (*available online*).

A Head Coach serves at the pleasure of the Commissioner, Athletic Administrator, and the Board for a one-year term. **Selection as a Head Coach is not automatically renewable.**

### **Assistant Coach and Graduate Assistants (GAs)**

Assistant Coaches and Graduate Assistants are authority figures; therefore, FEAST Athletics and the Board takes the job of selection very seriously. FEAST Athletics expects an Assistant Coach or Graduate Assistant to agree with and support the FEAST Athletics Handbook and all policies, procedures, rules and regulations found within as well as be an individual who can interface with adults and be trusted with the oversight of children.

A prospective Assistant Coach or Graduate Assistants must:

- Be a committed Christian evidencing Godly character, being above reproach in word and actions in daily life as well as within the FEAST community. (I Timothy 3:1-11)
- Be supportive in words and actions of the FEAST organization, its mission, and standards.
- Agree with and support the FEAST Statement of Faith.

FEAST **prefers** that a prospective Assistant Coach or Graduate Assistant:

- Be a parent or older sibling of a player on a FEAST team.
- Be a home school parent or graduate.
- Be knowledgeable in the sport.

Other factors may come into play, such as:

- Opinions of parents and players (must be submitted in writing).
- Input from opponents and officials.
- Observations made by the FEAST Board, Sports Committee and Athletic Administrator.

Individuals who are interested in being an Assistant Coach or Graduate Assistant for FEAST should do the following:

- Discuss their desire with the appropriate Head Coach and/or Commissioner.
- Familiarize themselves thoroughly with the FEAST Athletic Handbook (*available online*).

An Assistant Coach or Graduate Assistant serves at the pleasure of the Head Coach, Commissioner, Athletic Administrator, and the Board for a one-year term. **Selection as an Assistant Coach or Graduate Assistant is not automatically renewable.**

### **Application Process**

Notices for all Coaching Staff (Head Coach, Assistant Coach, Graduate Assistant) will be posted at the end of every season in the MANNA and on the specific sports web page for a period of 30 days. All applications must be filled out online at: [www.homeschoolfeast.com/athletics/](http://www.homeschoolfeast.com/athletics/). Standing Coaching Staff will be given priority in scheduling interviews. If the application is accepted, a copy of a valid Texas ID will be required.

**If there are no applicants for the Head Coach position and the standing Head Coach is no longer interested in continuing, then that specific sport will not be offered until such time as a Head Coach is found. This is true whether the sport is existing or new.**

Interviews will be scheduled within two weeks of the close of applications. Depending on the position being interviewed for, the Head Coach and/or Commissioner, with the Athletic Administrator will conduct these interviews either in person, by phone or by Zoom. Once all applicants have been interviewed, a recommendation will be sent to the FEAST Board of Directors for review and decision. More steps may be required or requested.

Once selection has been determined, the applicant will need to pass a required background check and provide signed record of Child Safety and Youth Protection Training, as well as complete the online Child Safety training.

All applicants should allow 2-3 weeks for completion of the approval process. Until an individual's application has gone through the entire approval process, he or she may not act in the capacity of a Commissioner.

## **SCHEDULING**

*"To everything there is a season, and a time to every purpose under the heaven." Ecclesiastes 3:1*

### **Season Scheduling**

Commissioners are responsible for the coordination and development of practice schedules for their sport. It is at the discretion of the Commissioner of a specific sport as to whether the FEAST Athletics Office or the Commissioner of a specific sport will be responsible for the coordination and development of game schedules. All scheduling should be in conjunction with the Coaching staff of each specific sport. The finalized event schedule for each specific sport shall be turned in to the Athletic Administrator for approval prior to the beginning of the season. The schedule will need to include all practices, scrimmages, games, meets, tournaments, or other team related activities including opponent, location, date, and time.

### **Scheduling Timeline**

#### **Fall Sports**

- **Volleyball**- Start scheduling in January and complete by May.
- **Cross Country**- Start scheduling in January and complete by June.
- **6 Man Football**- Start scheduling in January and complete by June.

#### **Fall /Winter Sports**

- **Soccer (Boys & Girls High School Nov.-Feb.)**- Start scheduling in March and complete by September.
- **Basketball**- Start scheduling in March and complete by September.

#### **Spring Sports**

- **Softball**- Start scheduling in August and complete by December.
- **Baseball**- Start scheduling in August and complete by December.
- **Track and Field**- Start scheduling in August and complete by December.

### **Changing Schedules/Changing or Canceling Events**

If any sports-related event must be changed or cancelled, the Commissioner of the sport must notify the Athletic Administrator by email and by phone as far in advance as possible. This ensures that any payments can be stopped, the event can be taken off the athletic calendar, and officials can be cancelled.

### **Additional Team Activities**

All athletics-related special event involving a FEAST team which are added to a team's schedule must be cleared with the commissioner of that sport and sent to the Athletic Administrator for approval.

### **Department of Events**

Last minute events or after game socials should be above reproach and reflect FEAST standards.

## **RECRUITING**

FEAST Athletics prohibits the athletic recruiting of student-athletes. It is our policy to take recruiting violations very seriously. Commissioners, coaches and/or volunteers of FEAST Athletics are expected to adhere to recruiting regulations. Conversely, any illegal recruiting of FEAST Athletic student-athletes should be immediately reported to the Athletic Administrator.

## **ATHLETIC ORIENTATION**

All FEAST Athletic families will be required to attend one orientation session per year. Fall/Winter sports will have a session in July and Spring sports will have a session in December. This orientation is not required for Commissioners or Coaches, though they are encouraged to attend.

## **FEAST SPORTS REGISTRATION PROCEDURE**

*"The desire accomplished is sweet to the soul. . . ." Proverbs 13:19*

**The commissioner of the sport will make an appointment with the Athletic Administrator 60 days prior to the date of skills assessments.** During this meeting, the registration live date will be discussed as well as other important dates for the upcoming season. This meeting is necessary to keep the sport from having too many hours billed later. The meeting may take place by phone, by Zoom or in person.

### **Athletics Registration Process**

- All FEAST Athletics registrations are online.
- A fully completed online registration and the appropriate fee must be submitted to FEAST prior to participation in any sports activity. (A fully completed registration and fee will be required for each child and for each sport.). If deposits are being requested/required by families for the new season, they may not straddle a fiscal year.
- In the rare event a payment plan is requested by a family, they may discuss the plan with the Athletic Administrator during the Parent/Guardian Meeting. All agreed upon payment plan requests must be in writing and a payment plan must be in place prior to registering. A down payment will be required.
- All registration fees must be paid in full prior to the first competition of the season. Student-athletes may not participate in a sport for which they have not paid their registration fees or made payment arrangements.
- It is the responsibility of the Commissioner to inform the Athletic Administrator of any comparables (comps) that are to be given at the start of registration. The comps must be pre-approved by the Athletic Administrator prior to start of practice and competition.
- Commissioners will submit team rosters to the Athletic Administrator for registration verification within seven (7) days of registration closure.
- Commissioners and coaches must not allow student-athletes who are not registered to practice or compete with the team. Coaches that violate this requirement will have a \$25 fine levied against their budget, second offence \$50, repeated violations may result in disciplinary actions.

## **Refunds of Registration Fees**

Once practices have begun, no registration fees may be refunded. In general, FEAST Athletics is opposed to granting refunds for the following reasons:

- Team sports are focused on the benefit of the whole. Even if injured, an athlete can participate, encourage their teammates, and contribute to the team.
- Once the season begins, budgets are locked in place. Often refunds cannot be given without jeopardizing our ability to meet our financial or team obligations.

## **PARENT MEETING**

Every sport will conduct a Pre-Season Parent Meeting that will be coordinated with the FEAST Athletics Office. Every Commissioner should keep a sign-in sheet of parents attending the meeting.

## **FEAST Athletics Guidelines for Conducting a Pre-Season Parent Meeting**

Every sport is required to conduct a Pre-Season Parent Meeting. This meeting will be held before the start of that respective sports first contest. The FEAST Athletics Office must be informed of the parent meeting three weeks prior to the date of the meeting. The purpose of the parent meeting is to provide the opportunity for:

1. Parents/guardians of the student-athletes and the student-athletes to meet the coaching staff in a social setting. This will allow the parents/guardians to meet and visit with the staff away from the court or field.
2. The coaching staff to meet the parents/guardians of their athletes and get to know them other than as spectators in the stands at your contest.
3. The coaching staff to present the program to the parents/guardians. The parents/guardians need to have a clear understanding of what the athletic program consists of that their child is a part and to understand the expectations that the staff has for their son/daughter.
4. Parents/guardians to ask questions regarding organizational and administrative procedures and guidelines regarding the program of which their child is a part or the entire Athletic Program.
5. The dispersal of any program or FEAST Athletics information that needs to go out to the parents/guardians.

Parents/guardians of all your student-athletes are required to be present at the Pre-Season Parent meeting. Coaches should provide sign-in sheets requesting: Name, Address, Phone Numbers, and Student-Athlete's Name. This might also be a time when you can distribute forms that can be completed and submitted, as well as the submittal of other important documents by the parents/guardians, if necessary.

The staff members who should be in attendance are:

1. Commissioner
2. The Head coach/Lead coach and assistant coaches
3. Athletic Administrator
4. Executive Director
5. FEAST Athletic Committee Chair, if possible

## **Contacting Parents Regarding Pre-Season Parent Meeting**

It is the Commissioners responsibility to make sure that all parents/guardians have been contacted regarding the time/date and place of meeting in addition to any documentation that may be needed. Parents may be contacted by email or sending a letter home to the parents. The Commissioner must also provide a sign-in sheet for the parents, which must be kept on file along with the agenda in the FEAST

Athletics Office.

### **Possible Agenda Items for Parent Meeting**

1. Introduce Staff
2. Coaching Philosophy/Team's style of play/New rules of sport/inherent dangers of sport
3. Game schedules, Directions to away venues, Game changes
4. Practice schedules and times, length of practices and games, criteria for being selected on squad
5. Specific sport policies and procedures.
6. Commissioner and Coaches' contact information
7. Team website
8. Telecommunication Devices policy
9. Review FEAST Athletics Eligibility Rules
10. Sportsmanship expectations for athletes and fans, FEAST Athletics Manual
11. FEAST Athletic Program Drug and Alcohol Policy
12. FEAST Athletics Player and Parents/Guardians Code of Conduct
13. Social media concerns
14. Hazing and bullying

The Commissioner can use this list as a guideline to plan the parent/guardian meeting.

## **TEAM UNIFORMS**

### **Philosophy and Guidelines**

Although each sports program has its own uniform requirements, the term “uniform,” as described in Webster's Dictionary is: *“presenting an unvaried appearance of surface, pattern, or color.”*

Not only does this principle apply regarding a specific team, it should apply in principle to all FEAST Patriots teams. Team colors are red, white, and blue. Patriot is the mascot. Shield artwork for individual sports is available.

As we work to consolidate and develop a unifying standard to all our Patriots teams, the Athletics Committee requires that all uniform selections and logo designs be submitted to the Athletic Administrator for approval before the order is placed for uniforms. This applies not only to the actual game uniforms, but also to warm-ups, team t-shirts, hats and caps, and any other apparel that represents the FEAST organization as part of the team dress. As always, FEAST appearance rules apply regarding modesty and appropriate dress.

The intention for this rule is not to be legalistic or overly restrictive, but to reflect an attractive, God-honoring uniform appearance among all teams.

The Commissioner is provided the responsibility to determine the best approach for their sport and uniforms for the team. Commissioners should reflect one of the two philosophies in their annual budget and it should be communicated clearly to the players and families at the beginning of the season.

Two approaches to uniform purchase and upkeep:

1. Re-use uniforms annually and replace every ~3 years
  - a. In this approach the uniforms are owned by FEAST and must be distributed at the beginning of each season and collected at the end of each season.
  - b. Typically, more uniforms must be purchased with this approach since it is impossible to

- accurately predict the sizes of uniforms need for each season.
- c. The family is in effect leasing the uniform for the season and over multiple seasons help fund the new uniforms just as others before them helped fund the uniforms they are using.
2. New uniforms purchased annually
- a. In this approach the uniforms are owned by the family and there are no guarantees the uniform will be used again the next season. FEAST does not collect the uniform at the end of each season.
  - b. Typically, the uniforms can be personalized (sizing, names, etc.) with this approach since it is for the specific season and there are no guarantees the same uniform is available the next season.
  - c. The family purchases and owns the uniform for the season and likely will need to buy a new uniform the next season.

## **AWARDS AND TROPHIES**

All awards and trophies that are presented to teams throughout the season are to be brought to the Athletics Office to be on display for the fiscal year. At the end of the fiscal year, it is at the discretion of the Commissioner who to present those trophies and awards to.

## **DISCIPLINE**

*“For whom the Lord loveth He chasteneth...” Hebrews 12:6*

All participants, including coaches, athletes and families are expected and encouraged to exercise personal self-discipline, restraint, and genuine kindness toward others.

### **Discipline for Commissioners**

- FEAST Commissioners are also held accountable for actions on and off the field, track and/or court. They are in a position of authority, so greater restraint in some areas is required.
- Commissioners that have continual discord within their sport may need to be temporarily relieved of responsibilities until incident reports are investigated.
- Commissioners who are removed (“ejected”) from a game/meet due to inappropriate behavior will be immediately suspended until an investigation is conducted by the Athletic Administrator.
- Commissioners may not receive monetary or other compensations for services relating to FEAST Athletics. (Funds and supplies to support teams and FEAST Athletics should be done legally through the FEAST office through donations.)
- Commissioners may not hold and/or manage income received for the benefit of the team including admissions, concessions, and fund raising in their personal possession. All such funds must be deposited with the FEAST Athletics Office within seven (7) working days of the event.
- Commissioners must also avoid all appearance of wrongdoing. In doing so, for your own protection and the reputation of FEAST Athletics, please use the “two adults at all times” rule when dealing with your team members, families, and members of the opposite sex. Avoid meeting privately with students and parents without making sure another responsible adult is with you. If the meeting is concerning an issue, please make sure another adult not related to you is present.

Any alleged violations will be subject to review by the Athletic Administrator, Executive Director, and

FEAST Board and may result in subsequent action.

## **MEDICAL**

For each player's safety all players need to complete a sports physical prior to starting a sport. The student-athletes parent/guardian will need to attest 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 for FEAST Athletics. These documents will need to be held by the parent/guardian in case an opposing team or tournament organizer asks for them. Medical forms are available online or from the FEAST Athletics Office.

Even with safe and appropriate coaching and training, accidents can occur resulting in injuries to student-athletes. It is important that the following processes and procedures be used whenever a student-athlete sustains an injury involving potential for medical care.

1. Promptly take all reasonable and appropriate steps to provide for the immediate care and comfort to the student-athlete, including calling for emergency medical assistance unless it is without dispute that the injury is minor (i.e., a sprained ankle, that presents no symptoms of a potential broken ankle) and the parent/guardian agrees that assistance is not necessary.
2. If the injury is minor, take reasonable precautions to ensure that the student -athlete does not sustain further injury and understands their obligation to provide self-care and management of the situation (use of ice/heat, notification of the injury to the parents/guardians if not present). Commissioners should continue to monitor the situation to determine if additional assistance or protective measures are warranted.
3. If the injury requires emergency medical care, or if the situation involves a potential head injury that requires immediate removal from participation, the commissioner should ensure that prompt medical attention is received (including transportation with the student-athlete to an emergency center for medical care so the student-athlete is always accompanied by an adult if a parent/guardian is not present). If they parent/guardian is present they should take over immediate supervision of the student-athlete's care. The Commissioner should remain in the immediate area until the parent/guardian informs them they are no longer needed.

## **INCIDENT REPORTS AND PROCEDURE**

In the event of physical injury requiring medical attention during an athletic event or practice or if any individual commits a violation of a FEAST policy or rules, a Commissioner is required to submit an incident report online. Anyone who was present or involved in the incident may submit an incident report, including parents, referees/umpires, and opposing team members, coaches, and spectators.

An incident report is required as documentation for severe, extraordinary, or unusual disciplinary measures. An individual may appeal a disciplinary action to the Sports Committee in writing at [sportscommittee@homeschoolfeast.com](mailto:sportscommittee@homeschoolfeast.com) within seven (7) days. The FEAST Board of Directors reserves the right to make final decisions.

Incident reports required or intended for ordinary correction or discipline as might be required by a coach or commissioner. Commissioners are encouraged to use their best judgement when determining whether to fill out and file an incident report. The primary purposes of the report are to provide a written report of the incident in question and to provide a process for safeguarding the character and reputation of those involved.

Incident reports are submitted online through the FEAST Website and may not be submitted anonymously. They are emailed automatically via website to the Executive Director and will receive a

reply. The report will be forwarded to the FEAST Board so that they will be aware of the incident and depending on the origin of the incident report, it will also be forwarded to the Athletic Administrator.

The individual who is assigned to the incident report will follow-up with the individual who originated the incident report. If this follow-up is conducted by phone or in person, an email should be sent to the individual and BCC FEAST Board (FYI) as a written record of that meeting.

Once the incident is resolved, an email will be sent by the individual handling the report to all parties and BCC the FEAST Board, reiterating the resolution.

Anytime an individual is listed in an incident report, they will recuse themselves from the process of handling said report.

### **CONCESSIONS/SPIRIT WEAR**

*“For Wisdom is a defense, and money is a defense: but the excellency of knowledge is, that wisdom giveth life to them that have it. Ecclesiastes 7:12*

FEAST Athletics recognizes the need for individual teams to raise funds, and we understand that offering concessions is a convenient way to do this. We also realize that concessions provide a service for the people attending a sporting event. This volunteer help does not go unnoticed and is deeply appreciated.

Concessions, as with all fund raising, must be tracked through the FEAST Athletics Office. To maintain fairness, emphasize practicality, and protect the safety of athletes, volunteers and spectators, the FEAST Sports Committee has established the following guidelines for running concession stands at FEAST Athletic events:

- The rules and regulations of the venues we lease must be followed regarding concessions.
- Concessions volunteers are running the stand at their own risk, understanding that any claim of harm or injury that leads to a lawsuit will not be covered by FEAST Athletics.
- If an official declares that the concession stand is inhibiting play, it must be closed or moved immediately.
- Do not allow people to congregate around the concession area.
- Keep the concessions area as clean and clutter-free as possible.
- No more than two volunteers should serve in the concessions area at the same time.
- Every team should provide complimentary snacks and drinks for officials.
- Concessions income, as with all fund raising, must be turned in at the FEAST Athletics Office within seven (7) working days from event and will be tracked for your sport through the accounting office.

### **REPORTS**

All Commissioners are required to submit the following reports:

1. ROSTERS - Due in the Athletic Office immediately upon completion of team selections. Rosters should include a breakdown of middle school & varsity teams with years participating in the program, uniform numbers (if applicable), and birthdates.
2. ATHLETIC TRANSFER FORM - This form will be used for transfer athletes who participated in varsity athletics at another school or homeschool sport program. Any 9<sup>th</sup> grade athlete participating on a varsity team will need a waiver form.
3. END OF SEASON REVIEW – See athletic timeline for due dates.

Copies of these forms are to be sent to the FEAST Athletic Office.

## **MARKETING**

*“A word aptly spoken is like apples of gold in settings of silver.” Proverb 25:11*

### **General Marketing Guidelines**

In an organization like ours, with numerous people helping to bear the communication load, it can be very easy for misinformation to go out or for FEAST’s position on an issue to be misinterpreted.

To relieve our volunteers and staff of this concern, the FEAST Board established the FEAST Marketing Committee. Its purpose is to ensure that every official FEAST document, whether printed or electronic, contains accurate information and is phrased appropriately. In addition, the committee works to make sure that the situation which the document addresses has been handled in a manner consistent with FEAST policies and procedures.

It may be difficult to know when a document needs to be seen by the committee. The following should offer some clarification:

### **Documents which Marketing *must* approve**

- Anything that carries the FEAST name or logo and/or represents FEAST such as FEAST Patriots, Home School Patriots, or the name Patriots about events involving team members.
- Anything that is to be published in the MANNA or put on the FEAST website.
- All forms to be filled out
- Anything which addresses FEAST policies, procedures, guidelines, rules, standards, etc. as well as anything printed on FEAST letterhead
- Anything that will be posted or distributed at the FEAST facility
- Anything written on behalf of FEAST (thank-you notes, invitations, receipts for donations, etc.)
- Anything dealing with fundraising that is done on behalf of FEAST or that uses the FEAST or Patriot name
- Anything written to be distributed to FEAST families in general, such as invitations to fellowships and FEAST team parties.

### **Documents which Marketing need not see**

- Anything containing information specific to a specific team if the subject matter is not addressed above.
  - Internal memos--for example, an email message from a commissioner to the Athletics Committee
- In general, the marketing committee would rather be sent a document that does not need their attention than to learn about one that did need it and did not get it. *If in doubt, submit it!*

The committee has requested that documents be submitted two weeks in advance. This allows them time to give the documents careful consideration while keeping their own personal schedules intact. When the two-week deadline cannot be met, submit the document as early as possible with the understanding that it might not be approved by the time you need it.

### **Athletics Marketing Guidelines**

All items dealing with FEAST Athletics events or any item concerning a FEAST Patriot team must be approved by the commissioner before being sent to the committee. The committee will not consider a sports-related document that has not been submitted to them by a commissioner.

### **MANNA Newsletter Submissions**

All athletics-related items that are intended for publication in MANNA, including those generated by the FEAST office staff, must be submitted first to the commissioner of the sport involved. The commissioner will then send these items to the Athletic Administrator for approval and submission to MANNA.

The deadline for sports-related articles intended for MANNA is 5 pm on the 10th of the month.

## Commissioners Handbook Receipt

Name \_\_\_\_\_

Sport \_\_\_\_\_

I hereby acknowledge receipt of a copy of the FEAST Athletics Handbook. I have read the FEAST Commissioner Handbook and the FEAST Athletic Handbook and agree to abide by the policies, procedures, rules, and regulations found in both. I understand that changes in FEAST Athletics policies may supersede, modify, or render obsolete the information summarized in these handbooks. As FEAST Athletics provides updated policy or procedural information, I accept responsibility for reading and abiding by the changes. I understand that I have an obligation to inform the Athletic Administrator of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the Athletic Administrator if I have questions or concerns or need further explanation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Note: Please sign and date that you have received this document

## **APPENDIX**

# Child Safety & Youth Protection Policy

“Say NO, then GO and TELL”

Sometimes even people that we trust do things that are wrong and can intend to misuse our trust and hurt us. Any act that threatens to harm another’s physical, mental, emotional, or spiritual health is wrong. Unfortunately, there are some adults or even other youth who sexually abuse children.

FEAST is dedicated to equipping our leadership (Commissioners, Coaches and volunteer adult support) to guide young men and women to honor God, act with integrity, serve others, and experience a healthy and safe environment through a program of education and the establishment of procedures and policies focused on the prevention of emotional, physical, spiritual and sexual abuse.

All members – both adults and youth – hold the **KEYS (“Knowledge of Establishing Youth Safety”)** to protecting and safeguarding our youth.

These **KEYS** include the following:

**A. Volunteer Leader screening to be “Registered” as a supervisory Adult with FEAST, including:**

- Volunteer applications, including reference checks and agreement to this policy
- Agreement with the FEAST Statement of Faith and Values
- Successfully passing Criminal Background Check **before** approval of adult volunteer leaders
- Additional Criminal Background Check **every three years**.

**B. Know the Environment to Keep Youth Safe:**

- Being aware of other events and individuals who might have access to the area
- Previewing facilities before events and evaluating the safety of the location
- Knowing who will be in attendance
- Education about protecting the health and safety of youth
- Being vigilant for signs of child neglect, physical abuse, emotional abuse, and child sexual abuse – **including sexual abuse or inappropriate sexual conduct by other youth**
- Abusers cannot be easily identified and are typically trusted by children and their families

**NOBODY IS ABOVE THE RULES – ALL SUSPICIOUS BEHAVIOR OR VIOLATIONS OF POLICIES MUST BE REPORTED**

**C. Mandatory Reporting and documentation of incidents and/or allegations:**

- Regardless of whether you observe it or hear it second hand, FEAST requires you to report to law enforcement and/or child protective services, any good-faith suspicion or reasonable belief that any child is or has been physically, sexually or emotionally abused or neglected, has been (whether in person, online or through communication devices) exposed to sexual exploitation, child pornography, solicitation or enticement, or obscene material.
- It is also mandatory to report to FEAST any violations of FEAST Policies. Use the Incident Report form located online at <https://homeschoolfeast.com> Report what you have seen or heard immediately and document.

Any sexual contact with a youth – **regardless of who the other person is** – is wrong and should be reported. The following guidelines can help to reduce the possibility of that happening:

**ALL MEMBERS ARE TO ADHERE TO THE FEAST GUIDELINES AND POLICIES.**

1. Immoral conduct, including physical violence, insults, drugs, alcohol, sexual conduct, inappropriate language, theft, and deceit are inconsistent with FEAST’s values and policies.
2. Everyone should respect youths’ privacy – especially when it comes to toilets, showering, and sleeping arrangements.
3. Separate accommodations, showers, dressing/changing areas and restrooms for adults and youth are required.
4. It is never acceptable for an adult to be on or in the same bed.
5. No interaction between adults and youth in a bedroom or a bathroom except in limited situations required due to health and safety concerns, in which case the no one-on-one rule must still be followed.
6. While youth will be in proximity with one another during these times, additional safety procedures apply even youth-to-youth.
7. Any sexual activity or overtures are strictly prohibited.
8. A minimum of two (“**registered**”) FEAST adult leaders must be present for each activity
  - Of the two required leaders, those 18-20 years of age may count for one of the two-deep leadership positions required in the Youth/Leader Ratios and for satisfying the two-deep leadership requirement.
  - The second leader must be age 21 or above except overnight activities where the second leader must be age 25 or above.
9. A youth should never be alone with only one adult (unless it is his/her parent)
  - This includes electronic communications such as texting and on-line communications
  - This includes transportation to and from FEAST activities. If a FEAST coach is transporting their own student-athlete, then they may also transport student-athletes that are not related to them, provided there is a FEAST Travel Consent Form, filled out by the parent/guardian, on file, without the need of another adult.  
**Note:** this does not extend to coaches without their student-athlete in the vehicle or to coaches without student-athletes in the program. A coach who wishes to transport one or more student-athletes that are not their own without their own student-athlete along will need a second adult in the vehicle.
  - This includes overnight stays in hotel rooms or other overnight accommodations. Youth shall not stay in a room with one adult unless that adult is his/her parent.
  - Youth shall not be in hotel rooms or other overnight accommodations by themselves. At least 2 adults (“**registered**”) must be a part of the room accommodations.
  - Stay in areas designated for the activities and keep doors open
10. Adults and youth are not to have “secrets,” nor are adults to provide “special treatment,” gifts or “forbidden items” (e.g., tobacco, alcohol or allowing risky behavior) to youth
11. There should be no secret activities, meetings, or clubs
12. Appropriate clothing should always be worn – especially for swimming activities
13. Hazing, bullying, physical hitting, and/or corporal punishment (even if intended as discipline) are strictly prohibited
14. Youth leadership should always be monitored by adult leaders
15. No inappropriate physical contact

- No “rough-housing,” butt-slapping, massages, or inappropriate hugs
- No touching of children in the genital, breast, or buttocks areas
- Children may not sit on the lap of an adult other than their parent
- Children should never be touched against their will unless they are in clear danger
- Cameras, cell phones and other electronics should never be used inappropriately or in any way that can violate someone’s privacy or cause them any harm.

**Youth are instructed that if anyone fails to follow these guidelines, they should report them to their leaders and to their parents. It is the right thing to do and can help to protect them and others from harm.**

**Likewise, adult leaders are to report any violations of the guidelines directly to FEAST. All adults are required to support and help youth adhere to the coaching and instruction they are given in the FEAST Program.**

Your mind, your body and your soul are three things over which you have certain rights that other people cannot take away. A doctor may need to examine you in a very personal and private way, but if it makes you feel uncomfortable tell your parents or ask one of them to be with you during the examination.

People may say things to you about ideas with which you do not agree. If people go beyond what **you** think or have been taught is reasonable, or if they ask you to see, read or do things that make you feel uncomfortable—whether it’s a physical act or a spiritual one—you have the right to refuse it, and that is precisely what you should do.

If they offer you alcohol, illegal drugs, or ask you to help them steal something, or they touch you or ask you to touch them in inappropriate ways, go find someone you trust and tell them. Tell them more than once if you must or tell other trusted adults. If you cannot get through to them, find someone else until you are believed.

How do you know if something is wrong? One of the best things to do is to look for God’s direction. It is that gut feeling based on reason, love, and developing your conscience by studying moral issues and the Bible’s teaching on them. The more you develop your conscience, the easier it will be to know what the right thing to do is.

Adults should know better than to ask young people to perform sexual acts, disobey the law, or violate their religious principles. It is **never** your fault if someone asks you to do something wrong, even if they say it is.

**“Say NO, then GO, and TELL.”**

## EXAMPLE BUDGET

### Tennis

	Submitted Budget	Jul '19 – Jun 20	Jul '18 – Jun 19
	Jul '20 -Jun '21		
Ordinary Income/Expense			
Income			
4400 · Rental Income			
4410 · Court rent	0.00	0.00	560.00
Total 4400 · Rental Income	0.00	0.00	560.00
4800 · Local Sports			
4800.1 · Registration	0.00	0.00	20,710.30
4800.3 · Off Season Registration	3,500.00	0.00	2,316.80
4805 · Sports Camp	3,600.00	3,138.11	4,900.55
4810 · Admissions		88.00	38.00
4821 · Registration	15,000.00	14,708.50	0.00
4840 · Concessions	0.00	0.00	953.00
4860 · Tryout Fee	1,250.00	0.00	301.54
4880 · Uniform fee	1,000.00	1,873.00	2,060.00
Total 4800 · Local Sports	24,350.00	19,807.61	31,280.19
4900 · Donations			
4905 · Fundraising	700.00	400.00	0.00
4910 · Designated	4,500.00	6,590.00	1,350.00
Total 4900 · Donations	5,200.00	6,990.00	1,350.00
Total Income	29,550.00	26,797.61	33,190.19
Gross Profit	29,550.00	26,797.61	33,190.19
Expense			
6100 · Payroll	1,200.00	1,175.50	692.77
6102 · FICA	95.00	89.92	53.00
6104 · TWC	5.00	3.71	3.07
6111 · Athletic Director Fee	900.00	855.00	770.00
6113 · Background Check	20.00	18.00	0.00
6120 · Bank charge		0.00	5.00
6121 · Card Charge Fees-Credit	85.00	79.79	146.52
6125 · Contract labor			
6126 · Contract Labor – coach/ref/ump	1,400.00	1,400.00	1,275.00
Total 6125 · Contract labor		1,400.00	1,275.00
6138 · Equipment	500.00	0.00	1,785.00
6150 · Insurance	500.00	484.50	442.00
6153 · Membership Fees	90.00	75.00	460.00
6160 · Postage & freight	25.00	0.00	50.00
6169 · Refund		350.00	0.00
6171 · Referee	1,300.00	1,100.00	2,480.00

6174 · Rent	11,000.00	10,570.00	9,122.50
6182.5 · Supplies ~ Sports	500.00	348.80	265.97
6184 · Supplies for Concessions		0.00	162.29
6188 · Tournament/Meet Expenses			
6188.2 · Tournament/Meet Fees	3,500.00	2,890.00	3,290.00
6188 · Tournament/Meet Expenses – Other	200.00	165.00	0.00
Total 6188 · Tournament/Meet Expenses		3,055.00	3,290.00
6193 · Travel			
6193.1 · Travel-Hotels	1,000.00	700.00	948.00
Total 6193 · Travel		700.00	948.00
6195 · Uniforms	2,000.00	2,196.75	9,775.35
6195.1 · Spirit Shirts	3,000.00	2,707.25	0.00
Total Expense	27,320.00	25,209.22	31,726.47
Net Ordinary Income	2,230.00	1,588.39	1,463.72
	2,230.00	1,588.39	1,463.72
	10185.00	8596.61	7132.89
		10185.00	8596.61

# FEAST ATHLETICS REIMBURSEMENT FORM

**Requestor Name:**

Phone:

Email:

Sport:

**Request Date**

**Check Payable**

**To:**

Mailing Address:

City, State, Zip:

## Itemized Expenses

*Attach Receipts. Circle the date & amount on each receipt. For partial receipts, circle FEAST items & write the total on the receipt*

RECEIPT DATE	DESCRIPTION	AMOUNT
<b>TOTAL</b>		

### Description of Usage / Reason for Reimbursement

### Approval

Approved By (Name)

Position

Signature

Date

**Check Date**

**Budget Account / Category**

**Check No.**

**Amount**

--	--	--	--

## CASH RECEIPT VOUCHER

**FUNDRAISER/ACTIVITY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PERSONS COUNTING MONEY:** \_\_\_\_\_

(at least TWO PEOPLE are required to count money)

This form is for verification purposes only. Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

\_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_

\_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Total All Coins\* = \$ \_\_\_\_\_

Total All Checks = \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_ \*\*

Athletic Office Verification \$ \_\_\_\_\_ \*\*

**SHORT/BALANCED/OVER**

Athletic Admin Signature \_\_\_\_\_ (circle one)

Amount (if short/over): \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes/Remarks \_\_\_\_\_

\_\_\_\_\_

### TOTAL ALL COINS

\_\_\_ Dollars x 1.00 = \$ \_\_\_\_\_

\_\_\_ Halves x 0.50 = \$ \_\_\_\_\_

\_\_\_ Quarters x 0.25 = \$ \_\_\_\_\_

\_\_\_ Dimes x 0.10 = \$ \_\_\_\_\_

\_\_\_ Nickels x 0.05 = \$ \_\_\_\_\_

\_\_\_ Pennies x 0.01 = \$ \_\_\_\_\_

\*TOTAL ALL COINS \$ \_\_\_\_\_

TOTAL	\$	_____
PLUS, PREVIOUS DEPOSITS	+	\$ _____
<b>GROSS TOTAL INCOME</b>	=	\$ _____
LESS AMOUNT SPENT	-	\$ _____
<b>NET TOTAL INCOME</b>	=	\$ _____

## CASH RECEIPT VOUCHER PROCEDURES

This voucher should be used when submitting funds collected through FEAST Athletics activities to the Athletics Office for deposit.

Please ensure all information is completed as requested.

A log should be maintained by whoever oversees collecting funds. Each time a voucher is submitted to the Athletics Office, an entry should be created in the log. The log can be a simple piece of paper in a binder.

Sample log entry:

### **Smencils Sale Log**

<u>Date</u>	<u>Total Deposit</u>	<u>Source</u>	<u>Voucher Preparers</u>	<u>Delivered to Office by:</u>	<u>Date given to Office:</u>
1/1/01	\$222.00	Smencil Sales	Jane Doe/John Doe	Jane Doe	1/1/01
2/2/01	\$111.00	Smencil Sales	Jane Doe/Sally Jones	Sally Jones	2/3/01

The log entry should be made **before** delivery of the voucher to the Athletics Office.

Two individuals **must** witness the counting of funds and the sealing of those funds in an envelope. Both individuals should then sign the voucher, initial the envelope, and contact the Athletics Office to arrange delivery.

**Once the Treasurer has verified the funds, a receipt will be issued to the committee chair and should be attached to the log.**

# Cash Box Request

Complete one form per cash box

YOUR NAME:	PHONE:
PROJECT/CATEGORY:	TOTAL AMOUNT NEEDED:
DATE SUBMITTED:	DATE NEEDED:

Change requested:

CASH	QUANTITY	TOTAL
\$ 10.00		
\$ 5.00		
\$ 1.00		
\$ 0.25		
\$ 0.10		
\$ 0.05		
\$ 0.01		
<b>TOTAL CASH:</b>		

- 1) The person making the request fills cells.
- 2) An authorized volunteer verifies the cash in the box before the event begins and signs below.
- 3) At the end of the event, an authorized volunteer counts the remaining cash, records it on a Deposit Notice form, and turns it over to the Athletics Office to be deposited.

APPROVED BY:	DATE:
APPROVED BY:	DATE:

VERIFIED BY EVENT VOLUNTEER:	DATE:

---

FOR OFFICE USE ONLY: Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_

## **FEAST Athletics Payment Request Form**

Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date check is needed: \_\_\_\_/\_\_\_\_/\_\_\_\_

*There is a five (5) working day turn around for checks. Remember to include mailing time when requesting a check*

Requestor Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Amount (total) of check: \$\_\_\_\_\_ *(Please make sure receipts are attached)*

Purpose of Check: \_\_\_\_\_

**PAY TO THE ORDER OF:** \_\_\_\_\_

Mail check or Pick up check

*(Circle One)*

Who will pick up check? \_\_\_\_\_ OR

Address if check is to be mailed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DO NOT WRITE BELOW LINE – OFFICE USE ONLY**

---

Approved By: \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check #: \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

## FEAST ATHLETIC COMMISSIONERS CONTACT INFORMATION

*“And the Lord make you to increase and abound in love one toward another, and toward all men, even as we do toward you.” I Thessalonians 3:12*

<b>Baseball</b> <b>Head Commissioner:</b>	Hunter Kennemer	<a href="mailto:feastbaseball@gmail.com">feastbaseball@gmail.com</a>
<b>Basketball</b> <b>Head Commissioner:</b>  <b>Boys Assistant Commissioner:</b> <b>Girls Assistant Commissioner:</b>	Dean Fagan  Scott Lane Misty Hubbard	<a href="mailto:deanfagan@att.net">deanfagan@att.net</a>  <a href="mailto:lanes_1@sbcglobal.net">lanes_1@sbcglobal.net</a> <a href="mailto:hubbardmisty78@gmail.com">hubbardmisty78@gmail.com</a>
<b>Cross Country</b> <b>Head Commissioner:</b>	Mark Jones	<a href="mailto:run4eternity@yahoo.com">run4eternity@yahoo.com</a>
<b>Football</b> <b>Head Commissioner:</b>	Robert Benitez	<a href="mailto:robert.benitez@sbcglobal.net">robert.benitez@sbcglobal.net</a>
<b>Golf</b> <b>Head Commissioner:</b>		
<b>Tennis</b> <b>Head Commissioner:</b>		
<b>Track and Field</b> <b>Head Commissioner:</b>	David Dunn	<a href="mailto:feasttrack@gvtc.com">feasttrack@gvtc.com</a>
<b>Soccer</b> <b>Head Commissioner:</b>	Karen Calhoun	<a href="mailto:karinc@gvtc.com">karinc@gvtc.com</a>
<b>Softball</b> <b>Head Commissioner:</b>	Doug O’Neal	<a href="mailto:feastsoftball@gmail.com">feastsoftball@gmail.com</a>
<b>Volleyball</b> <b>Head Commissioner:</b> <b>Assistant Commissioner/s:</b>	Sandra Garcia Amy Cadell Kevin Force Laura Force Lisa Gould	<a href="mailto:volleyball@homeschoolfeast.com">volleyball@homeschoolfeast.com</a>

**Athletic updates are available in the MANNA or at [homeschoolfeast.com](http://homeschoolfeast.com)**

## FEAST Athletic Timeline

Sport	Manna Ads for Commissioner/ Coach	Application Deadline	Commissioner Interviews Conducted	Recommendation Sent to Board	Commissioner Approved	Coaches Approved/ Budget into Office	Manna Player Information Ads	Kick-Off Meeting	Season Start	Season Finish	Manna In Season Articles	Season Reflection Due
Softball (Girls)	Jun-July	31-Jul	Jul - Aug	August	August	30-Oct	Oct-Nov	December	February	May	Feb - May *	30-Jun
Baseball (Boys)	Jun-July	31-Jul	Jul - Aug	August	August	30-Oct	Sept - Oct	1st Wk. Nov.	January	May	Jan - May *	30-Jun
Track & Field (Boys & Girls)	Jun-July	31-Jul	Jul - Aug	August	August	30-Oct	Nov - Dec	2nd Wk. January	January	May	Jan - May *	30-Jun
Cross Country (Boys & Girls)	Dec -Jan	30-Jan	Jan-Feb	February	February	30-Apr	3rd wk May-Jul	3rd Wk. July	August	November	Aug - Nov *	15-Jan
Volleyball (Girls)	Dec -Jan	30-Jan	Jan-Feb	February	February	30-Apr	3rd wk May-Jul	3rd Wk. July	August	November	Aug - Nov *	15-Jan
6-Man Football (Boys)	Dec -Jan	30-Jan	Jan-Feb	February	February	30-Apr	4th wk May-Jul	4th Wk. July	August	November	Aug - Nov *	15-Jan
Soccer (Boys & Girls)	Mar - Apr	30-Apr	Apr - May	May	May	30-May	Jun-Jul	August	October	February	Oct - Feb *	15-Mar
Basketball (Boys & Girls)	Apr - May	30-May	May - Jun	June	June	30-Jul	Jul - Aug	September	October	March	Oct - Mar *	15-Apr
Golf (Boys & Girls) **	May - Jun	30-Jun	Jun - Jul	July	July	August	May-Jun	July	July	May	Jul - May *	30-Jun
Tennis (Boys & Girls) **	May - Jun	30-Jun	Jun - July	August	August	30-Oct	Nov-Dec	Early January	February	April	Feb - April *	30-Jun
* off season articles are also required (updates, off-season camp information, pictures, etc.)												
** inactive sport												