



Coaches Handbook 2025-2026

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Coaches Handbook

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Introduction

The Maryville Christian School Coaches Handbook is intended to provide specific guidelines for the coaching staff to follow in order to maximize their influence on the student-athletes at Maryville Christian School. The policies and procedures outlined in this handbook are essential for successful growth, efficiency, and quality within the Maryville Christian School Athletic Department.

1.0 Program Overview

1.1 Mission

The mission of the Maryville Christian School Athletic Department is to build athletic programs of excellence, grounded in integrity, sportsmanship, and character, with Christ at the center while creating an environment that allows student athletes to develop to their full potential.

1.2 Program Philosophy

The philosophy of the Maryville Christian School Athletic Department is to honor God with our competitive spirit and our desire to excel. A dynamic athletic program is important to the educational development of students. It raises school spirit and develops school unity. The Maryville Christian School Athletic Department is an extension of Maryville Christian School. It is our goal to be consistent with the general objectives of the school. We strive to recognize and take advantage of the unique relationship we have with student-athletes as we minister, coach, and lead by Christian example in developing students physically, mentally, socially, and spiritually.

Participation in the Maryville Christian School Athletic Department carries with it responsibilities to the school and each respective team. The student-athlete, parent, coach, Athletic Director, administration, and staff will work together to promote participation in the Maryville Christian School Athletic Department is a privilege and an honor, not a right. The athletic field and court are classrooms where teaching is foremost in the development of character, integrity, sportsmanship, school spirit, and teamwork.

1.3 Goals

1. To make sure all our athletes understand that their identity is not found in their athletic achievements or any achievements outside of their relationship with Jesus Christ.
2. To promote the Biblical definition of winning by doing our best for God's glory and showing His love regardless of the outcome. Humble in victory, gracious in defeat.
3. To involve the student body, parents, and staff in developing school spirit and unity.
4. To maintain a clear Christian testimony through words and actions to opposing teams, officials, and the community.
5. To develop the physical abilities God has given to each individual athlete.
6. To develop competitive and winning programs. Athletes will compete for playing time, and a spot on the team does not guarantee playing time.

2.0 Philosophy of Christian Coaching

Coaches are stewards of the many athletes in which the families have entrusted them. The Christian coach has been divinely placed as an extension of the family. It is, therefore, important for the Christian coach to be sensitive to our athletes as it relates to family and church activities. Although there are

consequences for certain absences or choices, the coach always handles situations with consistency and the best interest of the athlete in mind. Maryville Christian School's philosophy of coaching is grounded in four main principles of Christian athletics.

2.1 Ministry

Most importantly the Christian coach views athletics as a ministry. He/She is sensitive to the leading of the Holy Spirit and prays for their athletes to develop a deeper desire for the things of Christ. The Christian coach understands the great opportunity for active ministry as opponents, fans and the community are watching to see if there is a difference in the Christian athlete. Christian coaches are to be used for God's work in the lives of the athletes of whom they have been entrusted. They are ambassadors for Christ in our athletic community and the local community.

2.2 Teaching More Than the Sport

The Christian coach views athletics as an arena for teaching the principles of God's Word. Athletes are confronted with many types of situations that run parallel to life situations. These situations become perfect opportunities for teaching biblical principles. It is the job of the Christian coach to biblically direct athletes to build Christ-like character qualities and to encourage the athletes to express these qualities openly through the medium of athletics. The Christian coach is to primarily build eternal values in our athletes and, therefore, needs to stress attitudes and actions in relation to God's Word.

2.3 Winning the Right Way

The Christian coach understands the importance of winning from a Christian perspective. Defeat is an inevitable consequence of life; however, defeat also provides the greatest opportunity to learn and grow so that we may become better individuals and mentors. Coaches spend many hours thinking of ways to help their team win games, but the Christian coach anticipates winning more than just games. He/She understands that true victory only comes when the athletes please the Lord with their effort, attitudes, and actions. Examples of victory to the Christian coach include athletes demonstrating the fruit of the Spirit during normal and stressful situations, seeing team members develop a deep desire for the things of Christ, or having an athlete share their faith with boldness to teammates and opponents. The Christian coach wants their athletes to desire to please the Lord rather than people. We want our student-athletes to envision the Lord as the primary audience at every athletic event.

2.4 Team Spiritual Growth

- A. Conduct team devotions throughout the season that are aimed toward instructing athletes in their Christian service to God.
- B. Lead team prayer before each game.
- C. Encourage athletes to prepare and lead the team in devotion and prayer.
- D. Provide opportunities for athletes to share their personal testimonies as to what God is doing in their lives through athletics.
- E. Instruct athletes in the behavior God expects of them during team meetings and practices.
- F. Model personal behavior that is consistent with your teaching.
- G. Conduct a short team prayer after each game, win or lose. Invite the other team to join.
- H. Openly admit mistakes or errors, and when a wrong has been done, seek forgiveness.
- I. Discipline athletes whose actions are detrimental to the spiritual objectives of the school.
- J. Ask a team member to pray before the crowd at the start of a game.
- K. Teach athletes to respect the things God has given us by taking care of equipment, uniforms, and facilities, especially when visiting another school. Leave the locker room cleaner than it was before our use.

3.0 Coaches Prerequisites (Applies to Assistant Coaches and Volunteers)

- A. Pass a background check.
- B. Receive CPR training every two years.
- C. Receive concussion training on a yearly basis.
- D. Serve as a spiritual leader to the players on his/her team.
- E. Uphold the honor and dignity of the profession. In all personal contact with students, officials, Athletic Directors, school administrators, athletic associations, the media, and the public, the coach and/or their representative shall strive to set a Christ-like example.
- F. Promote the entire Maryville Christian School Athletic Department and direct his or her team in harmony with the total Maryville Christian School mission.
- G. Master the contest rules and teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- H. Exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with colleagues and administrators.
- I. Respect and support contest officials. The coach should not engage in conduct which would incite players or spectators against the officials. Public criticism of officials or players will not be tolerated.
- J. Build relationships with opposing coaches. Meet and exchange cordial greetings before games to set the correct tone for the event and after the contest to show respect and good sportsmanship.
- K. Adhere to the policies and procedures outlined in the Maryville Christian School Employee Handbook, the Maryville Christian School Coaches Handbook, and the Maryville Christian School Athletic Department Handbook.

4.0 Coaches Responsibilities

4.1 Spiritual

- A. **Be a Leader by Example** - Be the spiritual leader of the team, integrating spiritual truth and life into the program. Exemplify a Christ-like character on and off the athletic field and maintain a good rapport with contest officials and respect them at all times.
- B. **Lead Biblically** - Lead your athletes biblically, not by opinion or emotion. Let God's Word direct you.
- C. **Prayer** - Pray for your team and players on a continual basis. Establish a devotional and prayer time with your athletes.

4.2 General

- A. **Spokesperson** - Act as a positive spokesperson for athletic and administrative policies and procedures when speaking to fellow coaches, parents, or players.
- B. **Stewardship** - Encourage excellent stewardship in our athletes by demonstrating proper care of the athletic facilities and equipment. It is your job to see that the facility is cleaned, locked or secured after you have finished.
- C. **Certifications**
 - Concussion: Renewed yearly
 - CPR: Renewed every two years
- D. **Equipment** - All equipment must be stored properly during and after practice.
- E. **Facilities** - Prepare the facilities prior to a practice or a game. This does not mean you do the work, but you see that the work gets done.
- F. **Purchasing** - All purchases must be approved by the Athletic Director by completing a Requisition Form and turning it into the athletic office. There are no exceptions to this

rule. If the request is approved, then the Athletic Director will handle the purchase of the item. Please do not ask for something to be purchased if you have not turned in a Requisition Form.

- G. **Communication** - You cannot over communicate to your players, parents, and fellow coaches. Constantly keep them updated on what is going on within the season and any changes to your schedule.
- H. **Availability** - If a head coach is going to be absent from practice or a game, they must make the Athletic Director aware. The coach must also communicate with assistants about the absence and delegate responsibilities to their assistant coaches.
- I. **Uphold Policy and Procedures** - Adhere to the policies and procedures outlined in the Maryville Christian School Employee Handbook, the Maryville Christian School Coaches Handbook, and the Athletic Department Handbook.

If a policy or procedure is violated disciplinary action will be:

- 1. **First Violation:** Written notice of violation will be placed in the employee's permanent record
- 2. **Second violation:** Suspended from duties for two weeks
- 3. **Third violation:** Position terminated

4.3 Pre-season

- A. **Team Rules** - If a coach has a list of team rules for your players to follow, it must be in compliance with the athletic handbook.
- B. **Mandatory Parent Team Meeting** – Coaches will meet with the families and players on his /her team to discuss the philosophy and standards set forth in the Athletic Handbook and any additional team rules. Ensure that parents know how to view the schedule and how to be notified of any changes.
- C. **Required Forms** - Notify families of the required forms that need to be turned into the athletic office prior to the first day of practice. All forms are available online and in the athletic office.
 - Physical and Consent to Play Form
 - Cardiac Form
 - Concussion Form
 - Registration and Liability Form
- D. **Team Support** - Secure team support, such as statistician, scorekeeper, bookkeeper, manager, and any other necessary roles that need to be filled.
- E. **Music** - All music must be approved by the Maryville Christian School Athletic Department prior to use at an event.
- F. **Tryouts and Team Cuts** - Discuss any team cuts with the Athletic Director before notifying involved athletes. The coach must provide a general email with the team roster to everyone that tried out. This should be done no more than 24 hours after a decision has been made.

Due to the commitment required both academically and athletically, student athletes are only permitted to be involved with one sport per athletic season. Students are encouraged to build relationships and show commitment to their respective teams and this policy is designed to enhance this process.

- G. **Coaches Meeting** - All coaches must attend the mandatory coaches' meeting with the athletic department staff to discuss the upcoming year.

4.4 In Season

- A. **Appropriate Behavior** - If a coach is reprimanded by an official (technical foul, card, etc.) or is ejected from a contest, he/she will be required to meet with the Athletic Director

prior to resuming coaching duties. Any fines levied by a governing body will be the responsibility of the coach.

- B. **Player Conduct and Discipline** - Ensure proper conduct of players during all practices and games, including pre-game and post-game locker room time. Discipline athletes on the team appropriately and inform the Athletic Director as soon as possible so the proper disciplinary procedures can be followed.
- C. **Uniforms** – Ensure uniforms are properly worn and not abused at any time. Student-athletes should not wear uniforms and clothing at unauthorized places and times. Coaches should take action if need be and make the player change into appropriate clothing. The coach will be responsible for collecting uniforms, travel gear, and all Maryville Christian School equipment from players after the last game of the season.
- D. **Locker Rooms, Fields, and Courts** - The locker room and playing field or court should be clear of any trash or clothing. The coach should be the last one to leave the locker room after games and practices and should secure the building before leaving the gym. Any clothing left behind must be taken to the lost and found inside the gymnasium.
- E. **Captains** - Notify the Athletic Director of the process of choosing captains and who is selected prior to notifying the team.
- F. **Wednesday and Sunday Play** - We encourage all coaches not to schedule practices or games Sundays or Wednesdays. However, if a game or practice is scheduled and an athlete cannot attend due to church responsibilities the athlete will not be disciplined for missing.

4.5 Post-season

- A. Return all equipment and uniforms following the last game of the season and after they have been accounted for. A post-season inventory list accompanies uniforms and must be signed by players when they turn in their uniforms.
- B. Compile a list of award winners according to our awards policy in the Athletic Handbook (letter winners, certificates, individual awards etc.) and turn it in by the week following the last game of the season.
- C. Turn in season statistics to the athletic department prior to the end of the season team activity/function.
- D. Attend and participate in the end-of-the season team activity/function.
- E. Submit a sport-specific needs list to the Athletic Director for the next season.
- F. Communicate with the Athletic Director to schedule a date, time, and place for the end of season team activity/function.
- G. Communicate with the Athletic Director for an evaluation and to discuss intentions for the next season.

4.6 Summer

A. Summer Camps - All high school coaches are asked to run a summer camp for their respective sport. Coaches must follow the following guidelines when running a summer camp.

1. High school coaches must run the middle school camps and the elementary school camps. Middle school coaches are expected to help assist the high school coaches with their camps.
2. Schedule and coordinate the camp with the Athletic Department.
3. Conduct camps from June 1 through the week before the fall season, which typically begins the last week in July.
4. Requested dates for camps are due to the Athletic Department by February 1st.
5. Fees will differ every year. The coach will receive 60% and the school 40% of each fee. The school will receive all late fees.

- B. Team Camps** - High school coaches are encouraged to enroll in a team camp when one is available that is suitable for their respective team. The camp costs will be split equally among the team's participants or covered by funds raised.
- C. Skills Training** - Coaches are encouraged, but not required, to provide summer skills training for their players.

5.0 Scheduling and Reservation of Facilities

5.1 Game Schedules

The Athletic Director schedules and confirms all scrimmages and games. High school varsity coaches may help with potential opponents and dates for contests. All games are posted on the Google calendar. Coaches are encouraged to build relationships with other coaches and participate in the scheduling process.

5.2 Practice Schedule

The Athletic Director and Head Coaches jointly coordinate practice schedules. There may be times when a team is not scheduled to practice because of field or gym availability. If a coach in this case would still like to hold practice, it is his/her responsibility to find an alternate space.

5.3 Reservation of Maryville Christian School Facilities

Reservations of the facilities must be coordinated with the Athletic Department. All activities outside of Maryville Christian School events must have all participants sign the waiver and liability form.

6.0 Travel and Transportation

6.1 Games

Parents are responsible for transportation arrangements to and from games and practices. The drivers of the vehicles are responsible for safely transporting athletes. Athletes may drive themselves to games if the parents have sent a note to the office stating the time and purpose for leaving. Students are allowed to drive other students provided the parents provide written permission.

There are no exceptions to this policy. All adults must fill out a Volunteer Driver form to transport children other than their own. Coaching staff are only allowed to transport student athletes under the following conditions:

1. They have a current Volunteer Driver form, a copy of driver's license, and copy of insurance on record in the Maryville Christian School Main Office.
2. They have written and dated permission from the parent/guardian.
3. They are not transporting the student alone (another student or adult must be in the vehicle).

Parents must exhaust all efforts to find transportation for their student athlete BEFORE contacting the coach. Coaches that transport students in violation of this policy will have immediate disciplinary action initiated.

6.2 Early Dismissal

If a team must leave during the school day, only athletes and team support such as trainers, statisticians, and managers will be allowed to leave. Spectators will not be allowed to leave school early. The only exception to this policy is siblings in the family may leave with the parents. The athletic director will let the Director of Student Life and Dean of Academics know in

advance when students must be dismissed early. The student-athlete must inform their teacher(s) as well that they will need to be dismissed early for a game. It is the responsibility of each student-athlete to get assignments from teachers prior to leaving for a game. Student-athletes are also required prior to departure to make arrangements for tests or quizzes that will be missed. If a student-athlete neglects to turn in an assignment or make arrangements for a test, the student must accept the consequences as decided on by the teacher.

6.3 School Closing Policy

If a school is closed because of inclement weather or an emergency on the day of an athletic contest or practice, the following policy is in effect:

- The Athletic Director will determine, with the help of the school administration, if it is safe to continue with the contest or practice
- A decision is usually made between 12:00 PM and 1:00 PM, but some circumstances might delay the decision.
- A decision to move forward with a game does not mean that the situation will not change. The Athletic Director will keep coaches and parents updated of any changes via email and X.
- Once a game has been canceled, it will not be played no matter how much the weather or emergency situation improves.

7.0 Attire and Appearance

The following applies to all head coaches, assistant coaches, and volunteer coaches but may differ by sport. All Coaches must wear Maryville Christian School branded apparel, that is specific to coaching their sport.

8.0 Management of Athletic Injuries

- A. Whenever an athlete is injured, no matter how serious, it becomes the coach's top priority, and no practice or game should continue until the athlete has received proper medical attention.
- B. Prisma Health provides limited service to Maryville Christian School high school athletic teams. A certified trainer is available at most high school contests.
- C. All injuries must be reported to the Athletic Trainer.
- D. Coaches should never diagnose or treat an injury he/she is unsure of.
- E. The Athletic Director shall be notified immediately if emergency medical personnel are called.
- F. Parents are contacted immediately following an injury. If parents cannot be reached, then the best possible medical attention is sought. Rely on the medical consent forms to provide the essential information you need.
- G. When blood or other body fluids are involved, always take precautions:
 - use gloves
 - wash hands immediately
 - disinfect the bloodied portion of the uniform or change the uniform
 - clean all contaminated surfaces and equipment before resuming competition.
- H. An injury/incident form must be filled out and signed by the player, the parents, the coach, and the principal if the injury requires medical attention or the player needs to visit a doctor following the injury.

9.0 Fundraising and Donations

9.1 Fundraising

All coaches are highly encouraged to host fundraisers for their respective throughout the course of their season. Before any fundraiser is promoted it must first be approved by the Athletic Director. Proceeds from the fundraiser will then be put into the team's booster account so that the funds can be used for that specific team. Funds used from each team's booster account must first be approved by the Athletic Director.

9.2 Donations

The Maryville Christian School Athletic Department has many varying needs and desires that would contribute to the experience of our student-athletes that we cannot cover with fundraising and athletic fees. We welcome donations to the program that would aid in making these purchases. If a coach knows someone who would like to donate, they should be directed to the Athletic Director so that the proper protocol for donations can be followed.

10.0 Use of Social Media

The Maryville Christian School Athletic Department will not tolerate disrespectful comments and behavior online, such as, but not limited to:

- A. Derogatory language or remarks about teammates or coaches; other Maryville Christian School athletes, students, teachers, or coaches; and athletes, students, coaches, or representatives of other schools.
- B. The posting of inappropriate photos or comments that are in contrast with Christian character.
- C. The posting of comments or photos that create a danger to the safety of another person or make a credible threat of serious physical or emotional injury to another person.
- D. The posting of pictures without the written consent of the student's parents.
- E. Any behavior in violation of these guidelines will be disciplined at the discretion of the Maryville Christian School Athletic Department.

10.1 Team Communication

- A. **Team Communication** – All team emails should be sent and/or copied to the Athletic Department. If you are unsure how to word an email, please feel free to email it the Athletic Department for proofing or delivery. **You cannot communicate too much to your parents and athletes.**

I, _____, acknowledge having read the Maryville Christian School Coaches Handbook and having understood all the policies and procedures. I agree to comply with those policies and procedures. I, also, recognize that should I not follow those set policies and procedures that disciplinary actions will be pursued and may include the termination of my contract with the Maryville Christian School Athletic Department.

Printed Name

Signature

Date

