

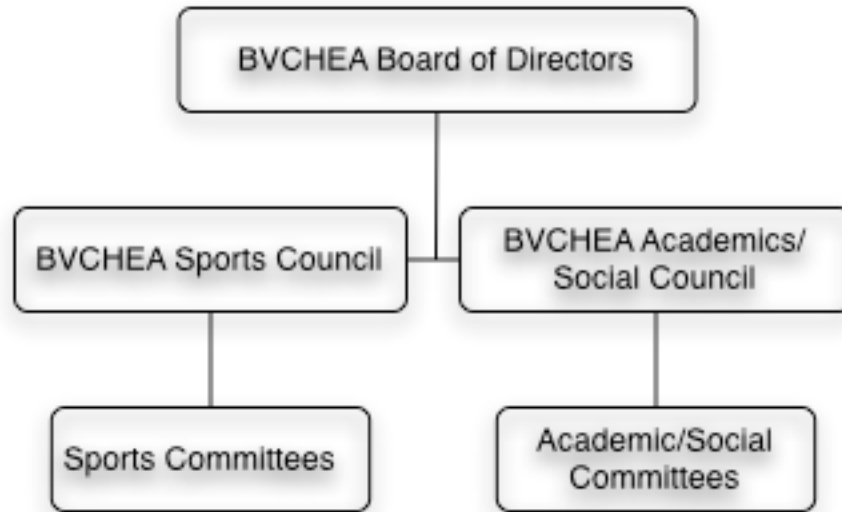
BVCHEA Activity Policy

“Blessed is the man who perseveres under trial. . . .” James 1:12

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BVCHEA ACTIVITIES ORGANIZATION



Summary

The BVCHEA Board is responsible for the vision and organization of BVCHEA activities, and for ensuring that the BVCHEA Councils and Committees adhere to the goals and mission of the program as established by the Board. The Board advises the Councils on BVCHEA vision, protocols and procedures in the areas of budgeting, facility usage, and administrative consistency of all aspects of BVCHEA activities.

Councils are responsible for coordinating common aspects of their associated activities such as budgeting, fundraising, facilities, publications, and scheduling.

Committees are responsible for all aspects of running a particular activity, including setting a budget, administration, recruiting, etc. under the direction of their respective Council.

Councils

In order to better promote the BVCHEA operational vision, and ensure consistency in protocols and procedures for all BVCHEA activities, the BVCHEA Board of Directors shall create Councils as necessary, and shall determine the activities for which each Council shall have responsibility and oversight.

Councils are comprised of the committee chairpersons from the respective Committees, and are chaired by a member of the BVCHEA Board of Directors.

Councils are responsible for coordinating common aspects of their associated activities; for example, overall budgeting, fundraising, facilities management and scheduling, uniforms, publications and public relations. Councils also administer those events or activities which do not fall solely under the jurisdiction of an existing committee, or which are administered apart from any particular Committee.

Committees

Before a new activity is begun or before an existing activity may continue, a Committee must be in place to administer the activity. Committees shall be established by a resolution of the BVCHEA Board.

The Committee must create a budget for the activity as well as an operational plan which outlines such details as uniform and equipment needs and projected facility usage. Both the budget and the plan must be accepted by the BVCHEA Board of Directors, which will then assign the activity to a Council. Committees are responsible for managing their activity; setting, submitting and adhering to a budget for the activity; and ensuring that the committee chair regularly attends the Council meetings. Committees are responsible for ensuring that their activity adheres to BVCHEA eligibility requirements as well as any other requirements specific to their activity (e.g., TAPPS, UIL, etc.).

Committee Structure: A Committee shall be comprised of three officers: a Chairman, a Secretary, and a Treasurer. The Committee may organize volunteers, preferably parents of the participating students, to assist in the logistical operation of the activity. All committee officers and volunteers must submit an approved BVCHEA Leadership Application to be approved by the Board.

A committee chair should exhibit biblical leadership qualities, and should be capable of training his or her successor. Training and equipping people to assume positions of leadership will enable BVCHEA to keep our focus not only on excellence in academics, athletics, and social events, but also on building the organization and helping it prosper.

The Secretary is responsible for keeping the minutes of all committee meetings, and maintaining accurate Committee records.

The Treasurer is responsible for coordinating the Committee's budget and finances with the BVCHEA Treasurer, and maintaining accurate financial records for the Committee.

Purpose, Plan and Procedures: An acting committee chair shall take the time to think through and document the following for his or her activity in a Committee Notebook:

- Purpose—the rationale for its existence.
- Goals—measurable targets to be reached by the activity 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 activity is run, including funding and facilities.
- Procedures—an outline of those methods, processes, sequences, etc. that help the activity run steadily and efficiently and the details that are needed to accomplish the goals and objectives of the activity. These procedures will include whatever rules or guidelines are specific to the activity and may not be covered by BVCHEA policy; e.g., a basketball committee may want to include a technical foul policy. Procedures will also include the structure and organization of any teams associated with the activity.

The committee chair may also add any other information and particulars that he or she considers important to the health of the activity and are in keeping with existing BVCHEA standards, rules, policies and procedures. Committees shall submit a copy of their Committee Notebook to the BVCHEA Board of Directors for approval and archiving.

Another way to ensure the longevity of BVCHEA activities is to anticipate those times when a committee chair will need to hand over his or her responsibilities to another and to make that transition as smooth as possible. Ideally, the new committee chair will have been a member of the committee and will already be familiar with the details of administering the activity. However, that may not always be the case.

When a new committee chair takes over the operation of an activity, he or she will be able to better understand the Committee's current status and direction by looking over the former committee'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 committee chair to have fewer questions, waste less time and energy, and keep the activity running more smoothly as he or she adjusts to the role.

THE NATURE OF BVCHEA COMPETITIVE ACTIVITIES

The goal of BVCHEA competitive activities, both academic and athletic, is to make these activities available to home schooling families. We have chosen to sponsor competitive programs because we believe that competition gives young people opportunities to persevere under trial. In these activities, students 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 when a loss of self-control might cost them more than a game or match. It might cost them a job or a marriage.

BVCHEA does not provide recreational athletics or private sports instruction. These types of programs are available to home schooling families through church leagues, YMCA, etc. Development of a future recreational athletic program for BVCHEA is dependent entirely upon the volunteer efforts of interested parents.

In BVCHEA competitive activities, emphasis is placed on individuals and teams being capable of competing against other home, public and private schools. In team activities, coaches will use practice times to focus primarily on team development, with individual development being considered as time allows. For all activities, the improvement of an individual competitor's skills is the responsibility of the individual and his or her parents, and can be accomplished through practice at home, attending training camps, participating in club programs, etc.

In addition, BVCHEA 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.

Due to the competitive nature of the program, equal participation is not guaranteed in competition events. The decisions regarding the participation of individual students (how much time, what positions, what events, etc.) are left to the discretion of the Committees and coaches. Generally speaking, the younger the team is, the more equal the participation will be. Therefore, on a varsity team, participation in a game/meet/match may be very unequal, whereas on a middle school team, it should be more equal. It should be understood that playing time is not a right; it is a privilege earned by attendance at practices and games, hard work, a good attitude, being a team player, skill level, etc. It is also affected by other requirements set by individual coaches.

We understand that other commitments may keep players from making every practice/game/meet/match, and that perfect attendance is an unrealistic expectation. On the other hand, families should give priority to their commitment to a team and accept the fact that those players who are present at more practices and games/meets/matches may get more participation time.

Team Formation

BVCHEA teams are formed through a try-out or skills assessment process. The purpose of this process is to match a student's skill set with an appropriate level of competition. There is no benefit in having students compete far above or far below their skill level.

Unfortunately, there is no way to know in advance how many participants with what kind of skill sets will show up for try-outs; therefore, it is difficult to know in advance how many coaches/instructors will be needed or how many teams will be formed on what levels of competition. The organizers of an activity will do their best to put every student on a team, but team formation is dependent on availability of a coach/instructor and an adequate number of participants. As a result, no one is guaranteed a spot in an activity.

Many factors are considered in the forming of a team. Because the coach/instructor bears the ultimate responsibility for the development and performance of a team, BVCHEA gives that coach/instructor and his or her assistants the authority to select participants as he or she sees fit, as long as the participants are in compliance with BVCHEA eligibility rules.

BVCHEA teams may be formed to compete in home school championships only. Members of these teams must abide by the standards of BVCHEA as set forth in the Bylaws and Statement of Faith. They must pay for such things as uniforms, facility usage, and insurance as established by the BVCHEA Board of Directors. As long as they are not involved in regular season competition, members of these teams are not subject to BVCHEA eligibility rules nor does participation on these teams affect a participant's eligibility status within BVCHEA. However, these teams must meet the eligibility requirements established for the championships in which they compete.

Sometimes participants from regular season BVCHEA teams participate in home school championships at levels that are different from the ones at which they participated during the regular season. For instance, a runner competes on the high school track team during the regular season, but competes on a middle school team during a home school championship. This is acceptable as long as the student meets the eligibility requirements established for the championships, the coaches/instructors and Committee approve of the situation, and, most importantly, the student's parents approve. If a regular season middle school participant competes on a high school level team in such a championship, that participant's high school eligibility is not affected by his or her participation.

COACH/INSTRUCTOR SELECTION

Because coaches/instructors are authority figures, BVCHEA takes the job of their selection very seriously. We want to be sure they are people who can be trusted with the oversight of children. Coaches/instructors do not automatically retain their position from year to year, but are chosen for each team every year before the beginning of each activity's season.

A prospective coach/instructor must:

- be a committed Christian evidencing godly character, particularly at home
- be supportive of BVCHEA, our vision and Statement of Faith
- be a Full Member of BVCHEA

BVCHEA prefers that a prospective coach/instructor:

- be a parent of a player on the team
- be a home school parent or graduate
- be knowledgeable in the activity they will coach
- have coached or assisted for BVCHEA before

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 BVCHEA Board, Council, and Committee members

Individuals who are interested in being a coach/instructor for a BVCHEA activity should do the following:

- For head coach/lead instructor positions—discuss their desire to lead with the Committee or a member of the BVCHEA Board of Directors.
- For assistant positions--speak with the head coach/lead instructor of the team for which they would like to assist.
- Familiarize themselves with BVCHEA Activity Policies.
- Fill out a coach/instructor application, attach a copy of their driver's license for the background check, and submit it to the Committee.
- Be aware that a criminal background check is secured for all BVCHEA leaders.

Individuals interested in coaching/instructing for BVCHEA 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 coach/instructor.

Head Coach/Lead Instructor Approval Process

1. Individuals interested in coaching/instructing for BVCHEA should obtain a coach/instructor application from their Committee or the BVCHEA website, fill it out completely, include a copy of their driver's license for the background check, and return it to their Committee.
2. The Committee considers the applications for the head coaching/instructor positions in their activity and sends their recommendation for each position to the Council.
3. The Council forwards their recommended applications to the BVCHEA Board.
4. The Board processes all the applications and runs background checks.
5. The Board considers all the applications, the results of the background checks, and the Committee and Council recommendations, and communicates their decision to the Council.
6. The Council notifies each applicant as to whether or not he or she was selected for the position.

If a Committee Chairman desires to be a head coach/lead instructor in his or her activity, and there are other candidates for the position, the selection process for that position will be handled by the Council.

Assistant Coach/Instructor Approval Process

1. Individuals interested in being assistant coaches/instructors for BVCHEA should indicate their interest to the head coach/lead instructor of the team for which they would like to assist.
2. Individuals chosen by the head coach/instructor to be assistants should obtain a coach/instructor application from the Committee or the BVCHEA website, fill it out completely, include a copy of their driver's license for the background check, and give it to the head coach/instructor.
3. The head coach/instructor gives the application to the Committee.
4. If the Committee approves the prospective coach/instructor, their application is sent to the BVCHEA Board member responsible for running criminal background checks for all BVCHEA leaders.
5. The Board considers all the applications, the results of the background checks, and the Committee's recommendations, and communicates their decision to the Committee.
6. The Committee notifies each applicant as to whether or not he or she was approved for the position, and notifies the head coach/instructor of the team.

REGISTRATION PROCEDURE FOR MOST ACTIVITIES

Because BVCHEA is a 501(c)3 nonprofit organization, we are required by federal tax law to maintain detailed financial records. To make adherence to these record keeping requirements as simple as possible, BVCHEA has developed the following procedure for registering students:

1. Teams are formed, if necessary, and students are told for which team they have been chosen.
2. Each student receives a registration form from the coach or activity administrator.
3. Students and/or parents fill out the form completely and submit it, along with any appropriate fees, to the Committee. The parent or student should keep a copy of the form for their records.
4. The Committee Treasurer records the registration fee and gives the parent or student a receipt. The parent or student keeps the receipt and their copy of the form as proof of registration.
5. The Treasurer gives the forms to the Committee Secretary, who files the forms accordingly. These forms serve as verification of which participants have been registered, and which have not. They also act as a medical waiver if the need for one arises.
6. The Treasurer gives the collected fees to the BVCHEA Board Treasurer for deposit.
7. For team activities, as soon as the head coach/instructor receives verification of registration for a participant, that student becomes a BVCHEA Mustang and may practice and compete with the team. A player must have turned in the registration form before he or she may practice or compete with the team.

Refunds

Once an activity has begun, no registration fees may be refunded in whole or part without the approval of the Council. In general, BVCHEA is opposed to granting refunds for the following reasons:

1. Once the activity begins, budgets are locked in place. Refunds cannot be given without jeopardizing our ability to meet our financial obligations.
2. Giving refunds once the activity begins would encourage families to quit when their expectations are not met. This would create instability for the other participants.

3. It would also send the message that commitments do not have to be kept—that it is acceptable to quit and to handicap the organization.
4. Most importantly, Jesus said we should “count the cost” before making a commitment (Luke 14:28). Having to pay for the privilege of changing one's mind is a hard way to learn that lesson, but valuable nonetheless.

BVCHEA ACTIVITY ELIGIBILITY RULES

A student's eligibility is determined by the Council. The BVCHEA Board of Directors reserves the right to make the final determination regarding a student's eligibility.

Educational Requirements

Participation in BVCHEA activities is open to students who are currently being home schooled in accordance with the laws of Texas and are not enrolled or in attendance full-time at a public or private school. “Full-time” is defined as attending four or more classes at a primary or secondary school or earning 12 or more hours on campus at a college, university, trade school, etc.

No person who has graduated from high school or received a high school diploma may participate as a competitor in a BVCHEA activity.

Age Restrictions

All ages are as of September 1 in the year of participation. No person who is 19 or older may participate in BVCHEA competitive activities. Students who are 15 or older must participate on a high school level, regardless of their academic status. For the students' safety, no one younger than 14 may participate on a high school level athletic team; however, the Council may make exceptions to this on an individual basis.

Academic Considerations

It is common for home educated students to be working at a “grade level” different from the one they would be were they in public or private school. This is why BVCHEA differentiates between a child's competitive status and his or her academic status. Academic “grade level” is irrelevant to the placement of a student on a BVCHEA competitive team.

BVCHEA completely supports the right of parents to direct the education of their children. If home educating parents believe that their student's participation in an activity is hindering his or her academic development, BVCHEA will support those parents' decision to curtail or terminate that student's participation.

FINANCES

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

BVCHEA 501c3 Status

BVCHEA is a 501c3 non-profit organization, a status which requires us, under federal law, to abide by strict financial standards, procedures and protocols. We have developed the following guidelines to help us be faithful stewards in adhering to the requirements demanded of us by the government and by the Lord (Romans 13:1). For a complete explanation our 501c3 status, contact the Board of Directors.

Budgets

The committee for each activity must generate an annual budget for their activity, showing projected revenue and expenses, and submit it to the BVCHEA Board of Directors. These budgets will be used by the BVCHEA Treasurer in auditing the financial position of each activity.

During the year, whenever an Activity Committee needs to deposit revenue, pay expenses, or receive reimbursements, the Committee Treasurer shall submit these transactions via the Board Treasurer or any other method duly authorized by the Board.

Committees should use their budgets to calculate the per-student cost for operating their activity, and establish appropriate fees based on those costs.

Refunds

Once an activity has begun, no registration fees may be refunded in whole or part without the approval of the Council.

Expenses

In general, payment of activity-related expenses is handled by the BVCHEA Board Treasurer and will be paid only when the Committee Treasurer submits the request with adequate documentation. The BVCHEA Board may adjust these procedures as deemed necessary for specific activities.

Admissions

If a Committee includes admissions money as revenue in the activity's budget, they must work with the BVCHEA Board Treasurer to develop a procedure for the collection and depositing of the funds.

Income

Donations to BVCHEA are tax-deductible for certain expenditures only and are subject to special procedures dictated by federal law. For example, funds may be given to cover the cost of uniforms or equipment, to provide sponsorship of a tournament or meet, or to pay a team's travel expenses. Donations, fundraising, admissions, and other non-fee income, may not be used to directly benefit an individual. For more details, contact the BVCHEA Board of Directors.

PUBLICATIONS

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

General Publication 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 BVCHEA's position on an issue to be misinterpreted. In order to relieve our volunteers of this concern, the BVCHEA Board of Directors must ensure that every official BVCHEA document, whether printed or electronic, contains accurate information and is phrased appropriately. In addition, the Board works to make sure that the situation which the document addresses has been handled in a manner consistent with BVCHEA policies and procedures.

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

Documents Requiring Board Approval

1. Anything that carries the BVCHEA name or logo and/or represents BVCHEA.
2. Anything that is to be published in the BVCHEA newsletter or put on the BVCHEA website.
3. All forms to be filled out.
4. Anything which addresses BVCHEA policies, procedures, guidelines, rules, standards, etc. as well as anything printed on BVCHEA letterhead.
5. Anything that will be posted or distributed at a BVCHEA event.
6. Anything written on behalf of BVCHEA (thank-you notes, invitations, receipts for donations, etc.).
7. Anything dealing with fundraising that is done on behalf of BVCHEA or that uses the BVCHEA name.

Documents Not Requiring Board Approval

1. Anything containing information specific to a particular team, as long the subject matter is not addressed in numbers 1-7 above.
2. Internal memos—for example, an email message from a Committee to the Board

In general, the Board would rather be sent a document that does not need their attention than to learn about one that did need it and didn't get it. *If in doubt, submit it!*

The Board requests 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, in which case the document may not be distributed.

CONFLICT RESOLUTION

All participants in any BVCHEA activity are expected and encouraged to exercise personal self discipline, restraint, and genuine kindness toward others. In dealing with any offenses that may arise, it is the desire of this ministry that the Biblical approach to discipline be applied as found in Matthew 18:15-17.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or tax collector.”

Therefore, conflict resolution should begin with a conversation with the offender. If no resolution is found, the matter should be taken up next with the Committee, and then the Council, *in that order*. The BVCHEA Board will become involved in a matter only if the facts are presented to them in writing after the aforementioned process has been exhausted.

The BVCHEA Board reserves the right to deal with disciplinary situations as they see fit.

Conflicts with Coaches/Instructors

Due to the incredible service that coaches/instructors selflessly give to this organization, it is our desire to honor and respect them, according to 1 Thessalonians 5:12-13. One way we do this is by carefully guarding their time against unnecessary conflict. We believe this is best accomplished through establishing a clear procedure through which all complaints made against a coach/instructor, his or her teaching style, individual participation times, or the team conduct, etc., should be expressed.

That procedure is as follows and is based on Proverbs 11:14, "In the multitude of counselors there is safety."

Any complaint against a coach/instructor must be submitted in writing, simultaneously, to the coach/instructor and to the Committee. A discussion between the Committee and the coach/instructor will follow, the issue shall be documented, and a course of action shall be established. A written response will then be sent to the individual(s) making the complaint.

If the Committee determines that a meeting between the coach/instructor and the complainant would be beneficial, a member of the Committee, preferably the Chair, will be present to facilitate the meeting and to document the progress.

If a Committee is unable to resolve the issue, then the complaint and documentation will be submitted to the Council and, if necessary, to the Board.