

***VACAVILLE CHRISTIAN  
HIGH SCHOOL***



***ATHLETICS  
HANDBOOK***

# *Welcome to VCS Falcons Athletics!*

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Dear Student-Athletes and families,

The Vacaville Christian School is very proud of its athletic program and the contributions of our dedicated coaches, student-athletes, and parent volunteers in building a strong sense of community at the school. At VCS, the athletics program provides our student-athletes with an opportunity to enhance their educational experience and spiritual growth. The lessons learned on the fields and courts of play can often be the lessons that hold the most weight with students as they grow and develop into adults. Lifelong relationships among teammates, coaches and opponents are all part of the overall athletic experience.

We, as a school community, are excited that you have chosen to participate in our athletics program. I look forward to working together toward creating positive experiences for all those involved in our program; including athletes, coaches, parents, and fans. Over the years, VCS has enjoyed many successful seasons with our athletics teams. Approximately 70% of our student body is involved in athletics over the three seasons of sport. We are extremely proud to support our student athletes and their personal pursuit for the highest level of competition available to them. Our alumnae Falcons have gone on to compete at the NCAA, NAIA, Junior College, and Military Academy programs across the country. Each year, over 95% of our student body is accepted into a four-year university.

We have worked hard to establish high standards, and we look forward to maintaining these high standards throughout the year. This can only be achieved when students, coaches, parents, and the entire school community support our mission. Any successful athletics program includes rules that govern the spirit of participation and competition for the school. These rules need a broad basis of community understanding which is achieved through communication to the coaches, faculty, officials, parents, and student-athletes. I hope to accomplish our objectives through this document, Vacaville Christian Schools Athletics Handbook. Please take the time to read through this document thoroughly, and do not hesitate to contact me directly should you have any questions or concerns.

Vacaville Christian Athletics is committed to the overall education of our young men and women by providing a comprehensive program for the school community in a Christ-centered caring, safe, and competitive environment.

Here's to another outstanding year of VCS Falcons Athletics.

*Go Falcons!*

*Jerry Miller*

Jerry Miller

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## HELPFUL INFORMATION

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### Vacaville Christian Schools

Head of School Offices: 1117 Davis Street, Vacaville, CA 95687

Middle School Main Offices: 1117 Davis Street Phone # 707-446-1776 Ext. 3000

High School Main Offices: 821 Marshall Rd. Phone # 707-446-1776 Ext. 4000

**Jerry Miller, Director of Athletics** jerry.miller@go-vcs.com

High School Main Offices: 821 Marshall Rd.

Office: 707- 446-1776 Ext. 5550 / Direct Line: 707-724-6258

Cell: 925-357-0373

**Vacaville Christian School Athletics Website:** [www.vcs-athletics.com](http://www.vcs-athletics.com)

**Vacaville Christian Schools Website:** [www.go-vcs.com](http://www.go-vcs.com)

**School Colors:** Red, White, & Navy Blue

**School Mascot:** Falcons

**Head of Schools:** Ben Davis

**Principal MS/HS:** Lynda Snelgrove

**Vice Principal HS:** Terra Golden

Vice Principal MS: Shawn Brown

## IMPORTANT NUMBERS

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### Emergency 911

VacaValley Hospital	Kaiser Permanente Hospital	UC Davis Medical Center
1000 Nut Tree Rd.	1 Quality Drive	2315 Stockton Blvd.
Vacaville, CA 95687	Vacaville, CA 95688	Sacramento, CA 95817
707-624-7000	707-624-4000	916-734-2011

### Non-Emergency

Vacaville Police Department 707-449-5200
Vacaville Fire Department 707-449-5452
Poison Control 1-800-222-1222
Solano County Animal Control 707-784-4733

# ATHLETIC PROGRAMS

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## HIGH SCHOOL

**FALL**      Cheerleading

Men's & Women's Cross Country

Men's Football

Women's Varsity & Junior Varsity Volleyball

**WINTER**      Cheerleading

Men's Varsity & Junior Varsity Basketball

Women's Varsity Basketball

Men's Varsity Soccer

Women's Varsity Soccer

**SPRING**      Men's & Women's Golf

Men's Varsity Baseball

Men's Varsity & JV Volleyball

Women's Varsity Softball

Men's & Women's Swimming

Men's & Women's Track & Field

## MIDDLE SCHOOL

**FALL**      Boy's & Girl's Cross Country

Girl's Volleyball

**WINTER**      Boy's Basketball

Girl's Basketball

Boy's Soccer

Girl's Soccer

**SPRING**      Boy's & Girl's Track & Field

## MISSION STATEMENT

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The mission of Vacaville Christian Schools Athletics Department is to create a competitive interscholastic athletics program that will provide the opportunity for our young men and women to develop and grow as student-athletes and as followers of Christ; demonstrating integrity, honesty, loyalty, respectfulness, responsibility, humility, compassion, and fairness. We strive to provide all student-athletes with an avenue in which they can bring glory to God both on and off the playing field. We believe that competitiveness, individual records and championships are all achievable goals for our student-athletes, but all are secondary to our goal to provide a strong Christian learning environment.

## CORE VALUES

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### **GLORIFY GOD**

Excel in life and in service to Jesus Christ

### **BE AUTHENTIC**

Aim for success guided by the lessons of those who have come before

### **EXCEED EXPECTATIONS**

Elevate the greatness within each other through dedication to hard work, resilience, and compassion

### **PLAY WITH TENACITY**

Be a person with grit; empowered by passion and perseverance to go the distance

### **FOSTER GROWTH**

Create a positive, nurturing environment to learn and develop as individuals and as a team

### **WE ARE ONE**

Rise up together united in Christ

## Falcons Code Of Sportsmanship

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Athletes, coaches, parents, and spectators are expected to represent Vacaville Christian Schools in a manner that is consistent with good sportsmanship and strong character that represents Christian values. Vacaville Christian Schools will not tolerate any behavior by athletes, coaches, or spectators, either students or adults, whose behavior is disrespectful to players, officials, coaches, or other spectators or detracts from the proper conduct of the contest.

## CALIFORNIA INTERSCHOLASTIC FEDERATION

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The Vacaville Christian Schools sports program offers students the opportunity to participate in athletic competition with other schools. We are a member of the California Interscholastic Federation (CIF) Sac-San Joaquin Section.

### **The following is the CIF Code of Ethics:**

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. Remember that an athletic contest is only a game -- not a matter of life and death for player, coach, school, official, fan, community, state, or nation.

# ATHLETIC RULES AND GUIDELINES

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## 1. COMMITMENT

Students make a commitment to the team when they decide to try-out. It is important that students and families understand this commitment and the time that is needed to participate on the team. Therefore, it is understood that students who try-out for a team do so with the understanding that they will attend ALL team activities (practices, games, meetings), and do not have pre-existing commitments to other activities in the school or outside the school.

## 2. SPORTSMANSHIP

Athletes, coaches, parents, and spectators are expected to abide by the Falcons Code of Sportsmanship (see pg. 5).

## 3. CITIZENSHIP

All student-athletes are expected to display exemplary citizenship and Christ-like behavior during their season of sport, on or off our campus. Every incident that involves poor citizenship will be treated as an individual case and judged on its own merit. The seriousness of the offense, the conditions under which it occurred, and the student's past disciplinary record will be considered. Situations that involve administrative intervention in compliance with the VCS Athletics Handbook may result in suspension from participation in athletic activities.

## 4. QUITTING OR DISMISSAL FROM A TEAM

The commitment asked of Falcon athletes is of major importance. Consequently, the policy with regard to a student-athlete who quits a VCS athletic team before the end of its season is as follows:

- A. If a student-athlete is a member of a particular VCS team and then quits that team, he/she may not try out for nor participate on any other school team until the completion of the season of the sport on the team which he/she has quit.
  - a. This ruling also applies to those individuals who are removed from a team because of academic or disciplinary reasons.
  - b. The exception to this policy - Students are allowed to try out for a team and participate on a team for a trial period of five practice days. During this period, they may leave the team and try out for another if they so desire. After the five-day period, the exception to the stated policy is no longer applicable.
- B. If a student-athlete is removed from a team because of academic or disciplinary reasons, he/she may not participate in the next season of sport, prior to a meeting between the student-athlete, a parent or guardian, the Principal and/or Vice Principal and the Athletic Director. This meeting will be held to discuss the issues that prevented the student-athlete from participating. It will be the judgment of the administration to determine when the student-athlete may return to full participation.



## **5. DUAL SPORT ATHLETES**

All high school student-athletes who are participating simultaneously on a school team and an outside Club team or second school team must complete, and have on file in the Athletic Director 's office, a VCS Falcons Dual Sport Participation Contract (*see page 10 for more detailed information*).

## **6. MISSED CLASSES & ATHLETIC PARTICIPATION**

1. In order to participate in athletics (game or practice) on any given day, a student must attend school, missing no more than two class periods due to an excused absence.
2. Excused absences include dental and medical appointments; written dental/medical notice are necessary when appointments are on a game or special activity day for the purpose of eligibility.
3. If the student misses more than two class periods - except for situations the administration deems appropriate - the student will not be allowed to participate or dress out for the athletic event for that day.
4. Student-athletes are expected to notify all instructors of missed class due to an athletics contest in writing (e.g., email).
5. Student-athletes are expected to meet all deadline dates for class assignments and are required to make pre-arrangements with instructors when quizzes, tests or special assignments conflict with contest dates.

### **ACTIVITIES INCLUDED UNDER THE ABOVE POLICY**

1. All Middle and High School athletic teams
2. Cheerleaders

## **7. ACADEMIC ELIGIBILITY**

1. A student-athlete must maintain a minimum grade point average of 2.0 and/or have no F's at the end of a semester grading period in order to be eligible for interscholastic competition, per CIF Bylaw 205 for an approximate 4-5 week sit out period.
2. Grades and grade point averages will be evaluated at the conclusion of every progress and quarter grading. End of progress and quarter grades will have a minimum of 1 week sitout period. At the end of each subsequent week their progress will be evaluated. If the evaluation shows they have raised their GPA to the 2.0 minimum requirement or eliminated any F they will resume competition the following week.
3. If a student has a D at the progress/quarter grade check, the student will be required to submit weekly grade reports to the Athletic Director to ensure that the student-athlete is improving their grade and will meet the required minimum grade point average/no F grade policy by the end of the semester.
4. A student-athlete who is academically ineligible is still required to attend practices and home games. The exception to this policy is for tutoring sessions only.

5. The student-athlete may not participate in games or special team events.
6. The student-athlete may sit on the bench during home games, but they are not to dress in uniform. Ineligible student-athletes may not attend away games.

## **8. EARLY RELEASE EXPECTATIONS**

All student-athletes must inform their teachers of any planned class absence due to athletics a minimum of one day in advance of the absence.

## **9. DRIVING TO ATHLETIC EVENTS**

Student-athletes must take school-provided transportation to all athletic events. They are not allowed to drive themselves unless a parent note explaining the reason for them driving has been turned in to and approved by the Athletic Director (see “Students Driving to Contests” section of this handbook for more details).

## **10. HAZING**

Falcon student-athletes shall not participate in hazing rituals for teams. Activities that produce mental or physical discomfort, embarrassment, harassment, or ridicule have absolutely no place in the VCS Athletics program. Any student who encounters hazing should inform either his/her parent, coach, teacher, advisor, dean, or the Athletic Director immediately.

## **11. ALCOHOL & DRUG POLICY**

There is no place for substance use in athletics. All student-athletes at VCS are expected to lead a drug and alcohol-free lifestyle at all times. Aside from the legal ramifications, alcohol and drugs prevent a student-athlete from performing to the best of their ability, and compromise the student-athlete’s commitment to his/her team and teammates. Student-athletes are role models on our campus, and they need to conduct themselves as such, at all times. VCS students are bound by the school’s Policy on Smoking, Drugs, and Alcohol. Student-athletes found using, selling, distributing, or possessing illegal drugs, alcohol, steroids, performance enhancing drugs, or tobacco during their season of sport, will be subject to the following:

- A. The School administration (which may include Deans, Division Head, coaches, and the Athletic Director) will take disciplinary action.
  - a. This may include the following consequences:
    - i. school suspension
    - ii. suspension from competitions
    - iii. removal from the team
    - iv. drug and alcohol assessment
    - v. drug and alcohol counseling
- B. During the suspension from competition, the suspended athlete is required to participate in all practices and is expected to attend all games, however the student-athlete is not allowed to dress in the team uniform for the games.
- C. The student-athlete will be made ineligible for any individual awards given by the team (e.g. team MVP, most improved player, etc.). Post-season awards voted on by outside groups may still be awarded and received.
- D. Any student-athlete in a leadership position will lose their title and responsibilities.

- E. Students who are repeat offenders are subject to further disciplinary actions decided upon by the administration and in accordance with formal school policies, up to and including:
  - a. dismissal from the team
  - b. and/or expulsion from the school

## 12. MUSIC

- A. **ALL music played on the VCS campus during sports practices and games must be considered appropriate music; appropriate music includes Christian music or secular music that does not use profanity, vulgar sentiments, or ethnic slurs.** Before a playlist may be used during practice or before/after a contest the music playlist must receive approval from the Head Coach or the Athletic Director.
- B. If music is used at a practice or contest that is deemed not appropriate, the music will be shut-down immediately.
- C. How can you get a music playlist approved?
  - a. Share the playlist with the Head Coach and/or the Athletics Director. All secular music must be accompanied by lyrics.
  - b. The coach and/or Athletic Director must be given adequate time to approve the playlist. The recommended time frame is 72 hours before its desired use at a practice or contest.

## 13. SOCIAL MEDIA USE

- A. Social media can be a useful tool to communicate with teammates, fans, friends, coaches and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when that will come back to hurt or help your reputation during the recruiting process, a new job, or other important areas of your life.
- B. Recommendations for social media use:
  - a. Take responsibility for your online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
  - b. Do not degrade opponents before, during, or after games.
  - c. Post only positive things about teammates, coaches, opponents and officials.
  - d. Social media should be used to purposefully promote abilities, team, community, and social values.
  - e. Consider “Is this the me I want everyone to see?” before posting anything online.
  - f. While it may be difficult, refrain from responding to any negative comments about you through social media and do not retaliate.
  - g. If you see that a teammate has posted something potentially negative online, speak with that teammate about removing the post. If you do not feel comfortable doing so, talk to the team captain, or a coach.
  - h. You must be aware that you represent your sport(s), school, team, family and community at all times, and you should choose to do so in a positive manner.

## 14. APPEALS

Appeals of a suspension or expulsion from participation in athletic activities may be made through the Principal and/or Vice Principal. There are no appeals if you are discovered using, selling, distributing, or being in possession of illegal drugs, alcohol, tobacco products, and steroids while on or off campus or in a school or non-school activity.

## 15. DRESS CODE

All student-athletes will be fully clothed during participation at all athletic events within the confines VCS campus; to include traveling to and from locations within the campus, during strength and conditioning sessions, weight room use, practices in any and all sports facilities, and on game day events.

## PLAYING IN COLLEGE/NCAA & NAIA ELIGIBILITY

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All student-athletes who hope to compete athletically at the collegiate level must register with the NCAA Eligibility Center: <http://www.ncaa.org/student-athletes/future> **OR** the NAIA Eligibility Center: <https://play.mynaia.org/>

It is each student-athlete's responsibility to:

1. Register with the NCAA and the NAIA at the beginning of his/her junior year.
2. Contact the College Counseling office to request that their transcript be forwarded to the NCAA and NAIA.
3. Familiarize themselves with the information found at:
  - a. NCAA Eligibility Center: <http://www.ncaa.org/student-athletes/future>
  - b. NAIA Eligibility Center: <https://play.mynaia.org/>
  - c.
4. Alert the College Counseling office and the Athletic Director of their intention to play in college.
5. Speak with their coaches to alert them of their interest.

## DUAL SPORT PARTICIPATION

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All VCS student-athletes who are participating simultaneously on a school and an outside Club or second school team must complete, and have on file in the Athletic Director's office, a VCS Falcons Dual Sport Participation Contract (see Athletic Guideline #5).

The purpose of this contract is to ensure that:

1. All adults working with the student-athlete are fully aware of the amount of time and effort he/she is spending on athletics.

2. The two-sport participation is physically sound and safe for the student-athlete.
3. The two-sport participation fits into the student-athlete's life in a manner that is educationally and socially sound.
4. Any scheduling conflicts between the school and the Club team are resolved as far in advance as possible.
5. All parties are aware of the academic expectations of dual sport participation.

This contract must be signed by the Head Coach of both the VCS and Club team, the student-athlete's parent, and submitted to the Athletic Director. In addition, the student-athlete must attach a copy of practice and competition schedules for both his/her VCS and Club Team, as well as a written plan for resolving any conflicts. The Head Coach of both the VCS and Club Teams should approve this plan. No Club athlete may compete for VCS simultaneously with his/her Club sport until his/her Dual Sport Participation Contract is completed and on file in the Athletic Director's office.

## **ATHLETE PARTICIPATION EXPECTATIONS**

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### **GUIDELINES FOR COACHES**

#### **MIDDLE SCHOOL**

##### **6th, 7th, and 8th grade teams:**

All student-athletes that meet the practice time commitment and have demonstrated appropriate behavior at all practices and contests are expected to receive playing time on game day. However, the amount of playing time is not guaranteed; playing time is dependent on development and ability to compete in the current competitive environment.

#### **HIGH SCHOOL**

##### **Junior Varsity teams:**

This level is a transition stage between middle school sports and the competitiveness of high school varsity athletics. Therefore, each player should play as much as possible.

##### **Varsity teams:**

The coach plays as many players as possible, but does not sacrifice the team's opportunity for victory to do so.

#### **COED PARTICIPATION**

VCS athletics does not allow coed participation in contact sports, nor do we support coed competition in non-contact sports. This policy reflects our commitment to student safety, fairness, and the distinct developmental needs of male and female athletes. Limited joint practice opportunities may be allowed in non-contact sports at the discretion of coaches.

# CHRISTIAN CONDUCT & CONFLICT RESOLUTION

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## **MATTHEW 18 PRINCIPLE**

The purpose of the Matthew 18 Principle is to help build and foster healthy relationships between students, families, coaches, administration, teachers, and everyone else involved. As with any organization or group of people, we will not always agree and sometimes there are conflicts that must be dealt with. Vacaville Christian Schools and the Board of Directors have implemented the policy of Matthew 18 for conflict resolution, which mandates that all concerns and challenges be funneled through the appropriate communication channels prior to involving the administrative team. We encourage communication between the parties using the following principles:

### **#1 CONFIDENTIALITY**

Deal directly with the party with whom you have the issue. Since the Bible has so much to say about gossip, slander, and treating others in the same manner you would like to be treated, the Bible teaches that interpersonal relationship problems should be kept as confined and confidential as possible.

### **#2 HONESTY**

Be open and honest. This can be difficult at times. In an effort to be more effective, try observing these four simple guidelines:

- First, identify the real obstacle.
- Second, arrange to meet the person face-to-face as soon as possible.
- Third, when you meet, affirm the relationship before you open the conversation intended to address the issue.
- Fourth, make observations rather than accusations. Use “I” statements, not “you” statements.

### **#3 TRUE FORGIVENESS**

The ultimate goal is a complete resolution of the problem. Directness and honesty demonstrated in an atmosphere of prayer and humility should end support resolution. All humans make mistakes. As Christians, we seek to listen and accept our role in the issue, and as needed we must offer sincere forgiveness.

### **#4 PROPER APPEALS**

Whenever both parties of a dispute or disagreement fail to resolve the matter satisfactorily, the problem should then be brought in confidence to the Athletic Director or if the disagreement involves the Athletic Director, the matter should be brought in confidence with both parties and the Head of School.

## **PRODUCTIVE PARENT/GUARDIAN - COACH COMMUNICATION**

Productive communication can be made when parents/guardians make an appointment to speak with the coach at a time other than scheduled practice and/or contest time.

Parents/guardians are never to approach a coach during or just before/after a practice or contest to discuss an issue of concern. The parent/guardian and the coach should seek to resolve the conflict professionally and as soon as possible. Should the two parties not find resolution, the conflict should be brought by the coach and parent/guardian before the Athletic Director.

More specifically:

Parents/Guardians are encouraged to discuss with their child's coach:

1. The treatment of the student-athlete
2. Ways to help their child improve
3. Concerns over the student-athlete's behavior
4. The coach's philosophy
5. The coach's expectations of the student-athlete and the team
6. Team philosophy and rules
7. Team discipline
8. Scheduling
9. College participation

Parents/Guardians are NOT to discuss with the coach:

1. Placement on teams (varsity, junior varsity, frosh/soph, A or B)
2. Playing time
3. Strategies used by the coach during contests
4. Other student-athletes

## **ATHLETIC PHYSICALS**

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**Annual physicals are required for all athletes who participate in interscholastic teams at Vacaville Christian Schools.** Individuals will not be allowed to participate in games or practice without a physical. This applies to all High School student-athletes.

It is very important to remember that no extensions will be granted. Therefore, it is to the benefit of the athlete and the school for physicals to remain current. It is the responsibility of the athlete and his/her parent/guardian to keep the school supplied with a current physical. The physical consent form must be on record with the Athletic Department. Families may submit the VCS supplied form or the standard form supplied by your physician.

By having physical reports early, any modifications that need to be made for the safety of the student-athlete can be incorporated into the training program of the athlete in a timely manner.

Regardless of when an athlete had his/her last physical, it would be a good policy for parents to schedule physicals in the summer of every year to make certain that an athlete will not have to sit out any practice sessions or games.



## **ATHLETIC AWARDS & LETTERING POLICY**

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Coaches award participation awards to all qualified athletes, and (designated) individual awards to selected team members. An athlete is awarded one varsity athletic letter while in attendance at Vacaville Christian High School regardless of the number of times an individual letters in a sport or sports. An athlete will not be awarded a letter if he/she is not eligible for the entire season due to academic or behavioral ineligibility.

The following criteria have been established in regard to earning a letter:

1. Must be an athlete on a varsity team.
2. Must maintain their athletic eligibility for the entire season.
3. If a player is injured during a practice or game after interscholastic play has begun, he/she is still eligible to receive a letter if he/she continues to support the team through attendance and assistance.
4. It is REQUIRED for all athletes to attend the team's Sport Banquet. Awards are presented at the Sports' Banquet.
5. Must be determined by the coaching staff as having made a positive contribution to the team.
6. In order to receive a letter, a varsity player must attend practices and games for at least  $\frac{3}{4}$  of the varsity season. Being a senior does not exempt a student from this policy.
7. All letter nominations must be submitted by the Head Coach to the Athletic Director within one week of your season ending. The Athletic Director must approve all players receiving a letter, and may remove the letter from any student who is deemed ineligible due to academic, athletic, or behavioral issues.

## **ATHLETIC PURCHASING POLICY & ATHLETICS GIFTING**

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The Athletic Director is the ONLY school representative to make purchases on behalf of the Vacaville Christian Schools Athletic Department and/or involving the use of the school's name or logo. Gifts are welcomed and appreciated from parents and community members. A donor may give funds for the explicit purchasing of new equipment for the Athletic Department and/or for specific sports teams. All donors must submit the required Athletics Gift Form and associated funds to the Athletic Department; the Athletics Gift Form specifies how the funds are intended to be spent and for which facilities and/or team(s).

Upon the completion of the Athletics Gift Form and funding, the donor, the Head Coach (as appropriate), and the Athletic Director will schedule a meeting to discuss and approve all purchasing of gear, equipment, artwork, shirts, etc using the gifted funds.

ALL items to represent Vacaville Christian Schools must be approved by the Athletic Director.