

# FHE ATHLETIC HANDBOOK

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## MISSION AND VISION OF FHE SPORTS

FHE Sports seeks to provide competitive opportunities for homeschool athletes. We hope to exemplify Christ-like character on and off the field through fostering athletic skills, physical conditioning, and respect for authority and others.

FHE is primarily run by volunteers. FHE is not supported by tax dollars. We do our best to keep fees low so that FHE members can participate in school sports without exorbitant costs. FHE does not own property. Consequently, we constantly seek facilities, often at costs, that will graciously allow us to practice and play. We also do our best to organize our human resources to keep costs down. It takes parent participation to run the organization and each individual sport. Some sports may require support hours and/or a support fee.

### I. [PROGRAM DIRECTOR](#)

- A. FHE Program Directors serve a 1-year commitment.
- B. Refers all external communication to the Sports Committee. Does not represent FHE to schools or conferences.
- C. Works with coaches to submit a preliminary budget to the treasurer.
- D. Conduct preseason coaches' orientation under direction of AD or Sports Committee.
- E. Work with Coaches to conduct parent meetings under the direction of the AD or Sports Committee.
- F. Works with the Head Coach to create an outline with season expectations for parents to sign and return.
- G. Facilitate communication between coaches.
- H. Works with Head Coach to determine lettering criteria to be given out at the preseason meeting.
- I. Works with the Head Coach to verify that athletes do not participate in any practice or events until:
  - (a) Parents have signed and returned the meeting outline.
  - (b) Joined or renewed membership with NCFHE.org (one membership per family).
  - (c) Register with FHE Sports at FHESports.org (complete for each athlete once per year).
  - (d) Meet eligibility guidelines.
- J. Works with Head Coach to set regular and consistent practice times and days.
- K. Follows stats to provide feedback to coaches on starters and playtime.

- L. Order equipment and uniforms with the approval of the Sports Committee.
- M. Distribute, collect, and store (if able/needed) equipment and uniforms.
- N. Serves as a liaison to AD / Sports Committee.
- O. Can participate, under the direction of the AD, in scheduling games, facilities, officials.
- P. Work with coaches and team managers to oversee social media. Follow social media guidelines.
- Q. May oversee event day issues.
- R. Follow FHE music guidelines.
- S. Works with coaches to plan and facilitate end of season banquet.

## II. COACH RESPONSIBILITIES

### A. Head Coach

1. FHE coaches serve a 1-year commitment.
2. Refers all external communication to the Sports Committee. Does not represent FHE to schools or conferences.
3. Approval and Compliance:
  - (a) Complete FHE Sports Coaching application.
  - (b) Initial interview for confirmation with the FHESC.
  - (c) Complete required compliance which may include:
    - (i) Concussion protocol training
    - (ii) Background check
    - (iii) Safesport or equivalent training
    - (iv) CPR training
  - (d) An FHE Coach under the age of 23 must be under the active authority/mentorship of a coach or when a coach is not available, the Program director. At the discretion of the FHE Sports Committee, age restriction may be removed after 2 years of coaching in good standing. The mentor must be able to attend one event a week and discuss the event that was observed with the mentee.
4. Read, sign, and adhere to the FHE Statement of Faith and the FHE Adult Code of Conduct.
5. Read and adhere to the FHE Athletic Handbook and the NCHEAC Handbook (if team is member of NCHEAC Sports).
6. Must attend preseason coaches meeting with AD and/or Sports Committee.
7. Conduct parent meetings under the direction of AD and/or Sports Committee Member.

8. Works with the Program Director to create an outline with season expectations for parents to sign and return.
9. Follow FHE injury prevention and injury response protocol.
10. Works with Program Director to set regular and consistent practice times and days.
11. Works with Program Director to determine lettering criteria to be given out at the preseason meeting.
12. Works with the Program Director to verify that athletes do not participate in any practice or events until:
  - (a) Parents have signed and returned the meeting outline.
  - (b) Joined or renewed membership with NCFHE.org (one membership per family).
  - (c) Register with FHE Sports at FHESports.org (complete for each athlete once per year).
  - (d) Meet eligibility guidelines.
13. Can participate, under the direction of the AD, in scheduling games, facilities, officials.
14. May assist AD / AAD to verify each week's officials. Contact AD or AAD if discrepancies.
15. May work with AD / AAD to verify game facility reservation for home games. Contact AD or AAD if discrepancies.
16. Should always be in the presence of another FHE coach or parent when interacting in any way with athletes.
17. Coach communication via **Sports Engine only**, visible to athletes and parents. No Group or text chat. No one-on-one communications with athletes. Use of other apps only with the approval of the Sports Committee.
18. Should notify FHE Sports Committee Chair and AD of issues affecting the team/organization.
19. Sexual misconduct incidents must be reported to FHESC, FHE Board, and authorities if within legal definition.
20. Coach or designated parent must ensure that all athletes have exited the practice or game facility safely, either on their own if driving or escorted off by parent/adult.
21. Follow FHE conflict resolution policy and procedure.
22. Follow FHE Student Code of Conduct disciplinary procedures.
23. Follow FHE playtime guidelines.

24. Work with program director or team manager to oversee social media. Follow FHE social media guidelines.
25. Devotions and prayer can be led only by Head or Assistant Coach. Devotions and prayer are optional.
26. Follow FHE team dates and off-season workout guidelines.
27. Submit a preliminary budget to the treasurer.
28. Submits end of season review to FHE Sports Committee and/or attends and end-of-season interview with the Sports Committee, if requested.
29. Records and reports scores and statistics. Can be delegated to assistant coach or team manager.
30. Manage game day atmosphere by:
  - (a) Following FHE music guidelines
  - (b) Restricting bench to ONLY your team's coaches, trainers, players, AD, and AAD.
31. Works with program director to plan and facilitate end of season banquet.

#### B. Assistant Coach

1. FHE coaches serve a 1-year commitment.
2. Approval and Compliance:
  - (a) Complete FHE Sports Coaching application.
  - (b) Initial interview for confirmation with the FHESC.
  - (c) Complete required compliance which may include:
    - (i) Concussion protocol training
    - (ii) Background check
    - (iii) Safesport or equivalent training
    - (iv) CPR training
  - (d) A first time FHE Coach under the age of 23 must be under the active authority/mentorship of a head coach or Program director. At the discretion of the FHE Sports Committee, age restriction may be removed after 2 years of coaching in good standing.
3. Read, sign, and adhere to the FHE Statement of Faith and the FHE Adult Code of Conduct.
4. Communicate via **Sports Engine only**, visible to athletes and parents. No one-on-one communications with athletes. Use of other apps only with the approval of the Sports Committee.
5. Should always be in the presence of another FHE coach or parent when interacting in any way with athletes.
6. Should notify the Head Coach of issues affecting the team/organization.

7. Sexual misconduct incidents must be reported to FHESC, FHE Board, and authorities if within legal definition.
8. Defer conflict resolution to the Head Coach.
9. Devotions and prayer can be led only by Head or Assistant Coach. Devotions and prayer are optional.
10. Assume Head Coaching responsibilities in the absence of the Head Coach.
11. Works with head coach to record and report scores and statistics.
12. Works with Program Director and Head coach to plan and facilitate end of season banquet.

#### C. Skills Trainers

1. Serves a 1-year commitment.
2. Approval and Compliance:
  - (a) Complete FHE Sports Coaching application.
  - (b) Initial interview for confirmation with the FHESC.
  - (c) Complete required compliance which may include:
    - (i) Background check
    - (ii) Safesport or equivalent training
3. Read and sign the FHE Adult Code of Conduct. Read and respect the FHE Statement of Faith
4. Communication should be skills and sports related only.
5. Should always be in the presence of another FHE coach or parent when interacting in any way with athletes.
6. Devotions and prayer can be led only by a Head or Assistant Coach.
7. Skills Trainer cannot assume the role of a coach
8. Cannot run a practice or game without the presence of the Head or Assistant Coach.
9. Sexual misconduct incidents must be reported to FHESC, FHE Board, and authorities if within legal definition.
10. Defer conflict resolution to the Head Coach.

#### D. Team Manager

1. Complete volunteer registration located on FHEsports.org.
2. Read and sign the FHE Adult Code of Conduct.
3. May record and reports scores and statistics.
4. May plan and facilitate team socials.
5. Refers all team conflict to Head Coach for resolution.

#### E. Parent on Site

1. Definition: Parent on Site is

2. Complete volunteer registration located on FHEsports.org.
  - (a) Complete required compliance which may include:
    - (i) Background check.
    - (ii) Safesport or equivalent training.
    - (iii) Should always be in the presence of another FHE coach or parent when interacting in any way with athletes.
    - (iv) Read and sign the FHE Adult Code of Conduct.

### III. BUDGETS

- A. Budgets must include the following:
  1. Officials' fees
  2. Conference costs
  3. Equipment
    - (a) All equipment purchased with FHE funds is the property of FHE. Storage in the off season should be communicated to the FHE Sports Committee. The use of FHE equipment and uniforms is only for use at official FHE events.
    - (b) Cost per uniform
  4. End-of-season expenses
  5. Tournament fees
    - (a) Up to 2 Conference and/or state tournaments only. Not to include national tournaments.
    - (b) All other tournaments, including nation
    - (c) als, are optional. Up to 2 additional can be individually invoiced through the FHE Sports treasurer provided that the program director or coach provides necessary information.
  6. Medical kit
  7. The year Estimated Ending Balance should be at a minimum the same as one player's fee.
- B. A \$50 Player fee is added to each invoice to cover insurance, background checks, and salaries.
- C. Coaches' discounts
- D. See annual budget form.
- E. Off season teams or tournaments will have separate budgets.

#### IV. ATHLETE ELIGIBILITY

- A. Must be attending and enrolled in a legally registered homeschool with the NCDNPE.
- B. Must be FHE members (this is separate from any sports registration and available at [ncfhe.org](http://ncfhe.org)).
- C. Must be a registered athlete with FHE Sports.
- D. Student-Athletes who participate in the following educational programs are **Not Eligible** for participation in the FHE Sports:
  - 1. Middle College/Early College
  - 2. North Carolina Connections Academy
  - 3. North Carolina Virtual Academy
  - 4. Public Schools (more than 1 class)
  - 5. Private Schools (more than 3 classes provided 3 classes is not considered full time by the private school)
  - 6. Charter Schools (more than 1 class)
  - 7. University Model (more than 3 classes provided 3 classes is not considered full time by the university model school)
  - 8. North Carolina Virtual Public School (also known as NC Virtual)
    - (a) Not eligible if tuition is paid by the public schools.
    - (b) Eligible if an athlete's family can provide a receipt showing that the family paid the tuition. The athlete may participate provided that some classes are taken at home.
- E. Dual enrollment classes at College and Career Promise **ARE** allowed.
- F. Age Eligibility:
  - 1. Minimum: 11 years old.
  - 2. Maximum: Players must not have reached, as of August 1<sup>st</sup> of the current school year:
    - (a) Their 19<sup>th</sup> birthday for varsity competition
    - (b) Their 17<sup>th</sup> birthday for junior varsity competition
    - (c) Their 14<sup>th</sup> birthday for middle school competition
- G. Seniors **cannot** reclass. A senior is defined as any athlete that professes to be a senior or is recognized publicly including at an end of season banquet or on social media (with parent permission) within the Athletic year as defined June 1 to May 31. Appeals to the Sports Committee can be made for Season ending injuries.
- H. Mid-season transfers
  - 1. Must be approved by Committee vote.

2. A Committee member must contact the family to determine reason for transfer out of public or private school.
  3. A Committee member must attempt to contact the exiting school for referral.
  4. Will only be permitted if the team did not have cuts during tryouts.
- I. Roster changes
1. Movement of players from one roster to another must be approved by the FHE Sports Committee.
- J. Dual Roster Athletes
1. NCHEAC does not allow dual roster athletes in NCHEAC games.
  2. Only two athletes, for the purpose of covering injury, are allowed to be dual rostered from a higher level to a lower-level team in non-NCHEAC games.
  3. Athletes who consistently start games cannot dual roster to lower-level teams.
- K. Outstanding balances
1. Players cannot have any outstanding balances due to any entity of Forsyth Home Educators.

## V. REQUIRED FEES

- A. All teams will have a mandatory non-refundable fee to participate for that season based on the individual budget for that team.
- B. Once a roster spot has been awarded the team fee is due. Setting up a payment plan within Sports Engine is acceptable.

## VI. PROGRAM COMMITMENT / RELEASE REQUEST

- A. Any request for a Program release should be submitted to the FHE Sports Committee for review at the next scheduled meeting.
- B. Transfer requests are reviewed in accordance with NCHE Section 5 Program Commitment and Non-Transfer Rule for NCHE sports.
- C. FHE Sports Committee reserves the right to deny an athlete's return once a release has been granted.

## VII. TRYOUTS AND OFF-SEASON WORKOUTS

- A. All teams will have mandatory open tryouts each season.
- B. All athletes are permitted to tryout regardless of their participation in off season workouts/activities. However, coaches may require a minimum # of tryout days.
- C. All open practice and tryout dates will be advertised via communication channels.
- D. Assessments/tryouts follow the FHE Sports Calendar Guidelines.
- E. Players may be notified of team cuts before the assessments period ends.

- F. Players participating in the previous season's sport must be given a time to try out with a minimum two-day tryout/workout before participating in scrimmages or games.
  - 1. Open practice and/or tryouts will be advertised via communication channels. A deadline date to express interest and set up early tryouts will be established.
  - 2. Athlete/parent must notify the head coach or program director that the athlete is interested but currently finishing another sport.
  - 3. Coaches cannot expect or suggest skill or conditioning activities during an in-season sport.

## VIII. CONFLICT RESOLUTION

- A. Always wait 24 hours after an event to address a coach.
- B. Parents can never approach the bench or area of competition to offer instruction to a player or coach.
- C. Parents and spectators should refrain from openly criticizing coaches, officials, and players at events and on social media.
- D. FHE Sports Committee Conflict Resolution Team (SCCRT) consists of: AD, AAD, Chair, Vice Chair, and Compliance Officer. Issues that require a vote will be brought before the entire Committee.
- E. Directly address any issues with the offending party (coach, parent, player, or spectator). In person meeting preferred over electronic.
  - 1. Encourage athletes to address coaches independently but parents can be present to support as needed.
  - 2. Practice the “rule of three.” exp:
    - (a) 2 players to 1 adult / coach
    - (b) 2 coaches to parent
    - (c) 2 coaches or 1 coach & 1 team captain to athlete.
- F. If direct communication does not result in resolution, the issue can be brought to the SCCRT through the Conflict Resolution Form on the FHE sports website.
- G. Once the issue has been heard, the SCCRT will investigate and/or resolve the issue in confidence. To protect privacy, the reporting party will not be involved in the resolution process.

## IX. UNIFORMS AND PRACTICE DRESS

- A. Uniforms must meet conference guidelines.
- B. As per the FHE Student Code of Conduct, athletes must always wear modest and appropriate attire. Sports Committee, Program Directors, and Coaches have the

discretion to determine and enforce modesty. Offenses will be addressed per the FHE Student Code of Conduct.

#### X. LETTERING CRITERIA

- A. Lettering criteria is at the discretion of the coaches but must be presented to the athletes and parents at the preseason meeting.
- B. Lettering criteria and/or any changes should be submitted to the committee for approval.

#### XI. OFFICIAL PRACTICE START DATES

- A. Tryouts should occur before the official practices begin.
- B. Fall Sports: No earlier than the Monday of the week in which August 1 falls (Sunday through Saturday).
- C. Winter Sports: No earlier than the Monday of the week in which Oct 15 falls (Sunday through Saturday).
- D. Spring Sports: No earlier than the Monday of the week in which Feb 7 falls (Sunday through Saturday).
- E. \*All dates are noted on the FHE Sports Calendar Guidelines.

#### XII. INJURY PREVENTION PROTOCOL

- A. Adopt a safe mindset - Coaches, parents, and athletes should be vigilant during practices and games, identifying potential safety concerns and addressing them promptly.
- B. Injured athletes should openly communicate their status with the coaches.

#### XIII. INJURY RESPONSE PROTOCOL

- A. Immediate player check - Head Coach checks on the injured player, seeking medical assistance if needed. Use judgment when attending to players from the opposing team.
- B. Team player accountability - If a team player caused the injury, an assistant coach checks on them, ensuring they are fit to continue and providing counseling if necessary. Head coach follows up after evaluating the injured player before resuming play.
- C. Report to FHE AD and Chairman to promptly facilitate insurance claims.
- D. Head injury protocol - Any head blow requiring evaluation leads to immediate removal for the day, irrespective of concussion symptoms. If parents are absent, notify them immediately; athletes should not drive home without parental

permission (verbal confirmation should be witnessed by the head coach or assistant).

- E. Parent follow-up - Head Coach contacts parents on the same evening and again in the next couple of days for further updates.

#### XIV. PLAYTIME

- A. JV and Varsity playtime is earned in practice, not guaranteed, and is not based on seniority, grade, or nepotism.
- B. If an athlete desires more playtime, the athlete (not parent) should ask the head coach how they can earn more play time. Parents can be present for support.
- C. Return to play after injury:
  - 1. Coaches have the discretion to restrict starting and playtime after an injury absence.
- D. Return to play after time out, non-injury:
  - 1. Athletes should not start a game after missing practices and/or games unless absence is preapproved by the Head Coach.

#### XV. LOGO / NAME

- A. Use of FHE name and logo only with permission of FHE Sports Committee.
- B. Use only approved logos (Hawk), team name, colors (Navy and yellow/gold)
- C. All new or additional uniforms need approval of FHE Sports Committee.

#### XVI. SOCIAL MEDIA

- A. Athletes/parents may NOT use the FHE name or logo in personal accounts.
- B. Athletes/parents may NOT create FHE social media sites or pages using FHE Hawks name or logo.
- C. Athletes may NOT post anything negative against players, coaches, other teams, or parents on any social media. [This includes any sound in a live streamed game. Therefore all sound in a live stream should be turned off.](#)
- D. All FHE Hawks social media must be under the supervision of the coaching staff, team manager, or member of the Sports Committee. Existing accounts will be asked to close or turn over username and password to coaches, team manager, or the Sports Committee for oversight.
- E. Violation of social media guidelines will result in consequences as per the signed FHE Student Code of Conduct

XVII. MUSIC

A. Sports programs follows FHE Board music P&P.

XVIII. SEE ANNUAL FHE SPORTS SEASONS SPREADSHEET

XIX. SEE ANNUAL SPORTS COMMITTEE DIRECTORY