

FCA Huddle Constitution

Article I - Name

The name of the organization shall be the (name of the school) Fellowship of Christian Athletes.

Article II - Mission

The mission of the Fellowship of Christian Athletes is “To lead every coach and athlete into a growing relationship with Jesus Christ and His church.”

FCA is a Christian community that is led by those who serve FCA’s mission as its representatives, including all of FCA’s directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as “FCA representatives”). Both of FCA’s mission and the association of FCA’s representatives are an exercise and an expression of FCA’s Christian beliefs.

Article III - Qualifications of Members

As the purpose states, FCA is targeted at reaching athletes and coaches. In order to best reach this group through the Huddle, participants of Huddles are to be current or former members of recognized school athletic teams and those who carry an interest in athletics.

FCA should not become an exclusive “club,” with restricted membership; however, a key principle in FCA’s strategy for reaching “athletes and coaches” is for the commonality of athletics with those in the group to remain obvious.

Article IV - Officers and Elections

► Section I: Officers to be Elected

The (name of school) Fellowship of Christian Athletes shall have officers as follows:

1. Captain
2. Co-Captain
3. Recruiter
4. Secretary
5. Treasurer

► Section II: Qualifications of Officers

To express and exercise FCA’s Christian beliefs, every FCA student leader must contribute to FCA’s Christian character and mission (see page 40), perform all of his or her duties as a service to God, and model FCA’s Christian beliefs for the larger community.



Accordingly, an officer must be a participant or a student/adult leader of the (name of school) Fellowship of Christian Athletes and an FCA student leader who has affirmed his or her agreement with FCA's Statement of Faith and mission (and has been certified as such by the National FCA.) meet any qualifications set by the school for holding office in an organization that is consistent with FCA's mission and beliefs.

► **Section III: Duties of Officers**

- A. Captain will preside over all meetings, work with other Huddle officers and Huddle Coaches in planning programs, give direction in setting group goals and demonstrate Christian leadership qualities.
- B. Co-Captain will assist the Captain in any way, inform the Huddle of meeting time and place, assist in program planning and take care of any physical needs of the meeting.
- C. Recruiter will promote FCA activities among coaches and athletes.
- D. Secretary will provide administrative support of Huddle activities.
- E. Treasurer will be responsible for processing any funds acquired by the Huddle.

► **Section IV: Elections**

Election of officers will be held once a year, preferably during March or April. This will allow newly elected officers to be trained by the existing officers and have opportunity to attend FCA Leadership Camp in the summer. Potential officer candidates will be screened by existing officers and Huddle Coach to ensure their commitments to FCA's beliefs and mission. A majority vote will be necessary for an officer to be elected. In case of no majority, a runoff will be held immediately.

Article V - Meetings

Meetings will be held weekly or twice a month and can be conducted in an atmosphere where fellowship, growth and outreach can be accomplished.

Article VI - Amendments

Amendments to this Constitution may be proposed by any Huddle officer. Amendments shall become effective if approved by the executive leadership of the organization. All policies of the said group must be consistent with the policies of the Fellowship of Christian Athletes Support Center, 8701 Leeds Road, Kansas City, MO 64129, (800) 289-0909 or (816) 921-0909.

The Equal Access Act

(Title VIII of Public Law 98-377)

Short Title

Sec. 801. This title may be cited as “The Equal Access Act.”

Denial of Equal Access Prohibited

Sec. 802.

- (a) It shall be unlawful for any public secondary school which receives Federal financial assistance and which has a limited open forum to deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- (b) A public secondary school has a limited open forum whenever such school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- (c) Schools shall be deemed to offer a fair opportunity to students who wish to conduct a meeting within its limited open forum if such school uniformly provides that-
- (1) the meeting is voluntary and student-initiated;
 - (2) there is no sponsorship of the meeting by the school, the government, or its agents or employees;
 - (3) employees or agents of the school or government are present at religious meetings only in a nonparticipatory capacity;
 - (4) the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
 - (5) nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.
- (d) Nothing in this title shall be construed to authorize the United States or any State or political subdivision thereof -
- (1) to influence the form or content of any prayer or other religious activity;
 - (2) to require any person to participate in prayer or other religious activity;
 - (3) to expend public funds beyond the incidental cost of providing the space for student-initiated meetings;



- (4) to compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - (5) to sanction meetings that are otherwise unlawful;
 - (6) to limit the rights of groups of students which are not of a specified numerical size; or
 - (7) to abridge the constitutional rights of any person.
- (e) Notwithstanding the availability of any other remedy under the Constitution or the laws of the United States, nothing in this title shall be construed to authorize the United States to deny or withhold Federal financial assistance to any school.
- (f) Nothing in this title shall be construed to limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

Definitions

Sec. 803. As used in this title -

- (1) The term “secondary school” means a public school which provides secondary education as determined by State law.
- (2) The term “sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting.
- (3) The term “meeting” includes those activities of student groups which are permitted under a school’s limited open forum and are not directly related to the school curriculum.
- (4) The term “noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

Severability

Sec. 804. If any provision of this title or the application thereof to any person or circumstances is judicially determined to be invalid, the provisions of the remainder of the title and the application to other persons or circumstances shall not be affected thereby.

Construction

Sec. 805. The provisions of this title shall supersede all other provisions of Federal law that are inconsistent with the provisions of this title.

For further information or a copy of the “Equal Access Guidelines” write or phone:

Alliance Defense Fund

15100 N. 90th St., Scottsdale, AZ 85260
(800)TELLADF (800-835-5233), (480) 444-0020, FAX: (480) 444-0025
alliancedefensefund.org

The American Center for Law and Justice

P.O. Box 90555, Washington, D.C. 20090-0555
(757) 226-2489, FAX: (757) 226-2836, aclj.org

Christian Legal Society

8001 Braddock Road, Suite 300, Springfield, VA 22151
(703) 642-1070, FAX: (703) 642-1075, clsnet.org, clshq@clsnet.org

National Legal Foundation

P.O. Box 64427, Virginia Beach, VA 23467-4427
(757) 463-6133, FAX: (757) 463-6055, nlf.net, nlf@nlf.net

The Rutherford Institute

P.O. Box 7482, Charlottesville, VA 22906-7482
(434) 978-3888, FAX: (434) 978-1789, rutherford.org, staff@rutherford.org

You may also contact the FCA Support Center at (800) 289-0909,
or (816) 921-0909, ext. 555.



Student's Bill of Rights on a Public Campus

I. THE RIGHT to Meet with Other Religious Students

The Equal Access Act allows students the freedom to meet on campus for the purpose of discussing religious issues.

II. THE RIGHT to Identify Your Religious Beliefs through Signs and Symbols

Students are free to express their religious beliefs through signs and symbols.

III. THE RIGHT to Talk about Your Religious Beliefs on Campus

Freedom of speech is a fundamental right mandated in the Constitution and does not exclude the school yard.

IV. THE RIGHT to Distribute Religious Literature on Campus

Distributing literature on campus may not be restricted simply because it is religious.

V. THE RIGHT to Pray on Campus

Students may pray alone or with others so long as it does not disrupt school activities or is not forced on others.

VI. THE RIGHT to Carry or Study Your Bible on Campus

The Supreme Court has said that only state directed Bible reading is unconstitutional.

VII. THE RIGHT to Do Research Papers, Speeches, and Creative Projects with Religious Themes

The First Amendment does not forbid all mention of religion in public schools.

VIII. THE RIGHT to Be Exempt

Students may be exempt from activities and class content that contradict their religious beliefs.

IX. THE RIGHT to Celebrate or Study Religious Holidays on Campus

Music, art, literature, and drama that have religious themes are permitted as part of the curriculum for school activities if presented in an objective manner as a traditional part of the cultural and religious heritage of the particular holiday.

X. THE RIGHT to Meet with School Officials

The First Amendment to the Constitution forbids Congress to make any law that would restrict the right of the people to petition the Government (school officials).

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FCA Christian Community Statement

FCA is a Christian community led by individuals who serve as representatives of FCA's Mission, including all FCA's trustee, staff, and volunteer ministry leaders. Each of these individuals is an integral part of the FCA community and are described for purposes of this statement as "FCA Representatives."

Those who are not FCA Representatives but are participants in our community include coaches, athletes, guests at Huddles and other events, and volunteers serving in support roles. These participants make significant contributions through their involvement in our Christian community, however, these participants do not represent FCA unless they are also serving in one of the FCA representative roles identified in the paragraph above.

FCA exercises and expresses its beliefs in various ways, including:

As a Community: We believe that God calls people to live out their faith in community with other believers. Accordingly, our Christian community is itself an exercise and expression of our Christian beliefs.

Through Our Activities: We believe that all of our activities should express our beliefs and be rendered in service to God as a form of worship. As such, all FCA activities further our Christian mission and purposes and are an exercise and expression by FCA of our Christian beliefs.

FCA's Christian Beliefs

FCA's Christian beliefs are comprised of the FCA Statement of Faith and FCA Mission Statement.

FCA Statement of Faith

We believe the Bible to be the only inspired, trustworthy and true, without error, Word of God. (2 Timothy 3:16-17)

We believe there is only one God who eternally exists in three persons: Father, Son and Holy Spirit. (Matthew 28:19)

GUIDELINES



We believe Jesus Christ is God, in His virgin birth, in His sinless life, in His miracles, in His death that paid for our sin through His shed blood, in His bodily resurrection, in His ascension/rising up to the right hand of the Father and in His personal return in power and glory. (John 1:1; Matthew 1:18,25; Hebrews 4:15; Hebrews 9:15-22; 1 Corinthians 15:1-8; Acts 1:9-11; Hebrews 9:27-28)

We believe that acceptance of Jesus Christ and the corresponding renewal of the Holy Spirit are the only paths to salvation for lost/sinful men and women. (John 3:16; John 5:24; Titus 3:3-7)

We believe in the present ministry of the Holy Spirit, who lives within and guides Christians so they are enabled to live godly lives. (John 14:15-26; John 16:5-16; Ephesians 1:13-14)

We believe in eternal life, and that through belief in Jesus Christ as the Son of God, we spend eternity with the Lord in Heaven. We believe that in rejecting Jesus Christ as Lord and Savior, we receive eternal suffering in hell. (Matthew 25:31-46; 1 Thessalonians 4:13-18)

We believe in the spiritual unity of believers in our Lord Jesus Christ, that all believers are members of His body, the Church. (Philippians 2:1-4)

We believe God's design for sexual intimacy is to be expressed only within the context of marriage, that God created man and woman to complement and complete each other. God instituted marriage between one man and one woman as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one man and one woman. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9)

We believe that God created all human beings in His image. Therefore, we believe that human life is sacred from conception to its natural end; that we must honor the physical and spiritual needs of all people; and by following Christ's example, we believe that every person should be treated with love, dignity and respect. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10)

Mission Statement

FCA exists to accomplish the following mission; ensuring all program activities of the ministry shall be structured and conducted accordingly:

To lead every coach and athlete into a growing relationship with Jesus Christ and His church.

Christian Expression and Exercise of Beliefs

FCA maintains a faith-based community as an exercise of FCA's Statement of Faith. In addition, FCA subscribes to the Christian belief that all its activities, including the duties of FCA Representatives, should express FCA's beliefs and be rendered as a service to God.

FCA Representative Obligations

To express and exercise FCA's Christian beliefs, all FCA Representatives shall contribute to FCA's Christian Character and Mission. Each FCA Representative shall be expected to model FCA's Christian beliefs within the greater community, perform all their duties as a service to God, and comply with the following obligations:

- Beliefs: Each FCA representative shall affirm his or her agreement with FCA's Statement of Faith and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.
- FCA Christian Community and Conduct Standards: FCA Representatives shall always (during both working and non-working hours) endeavor to conduct themselves in a manner that affirms biblical standards of conduct in accordance with FCA's Christian beliefs.
- Distinctly Christian Activities: Each FCA Representative shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as worship and prayer services.

Volunteers, Program Participants, and Guests

Guests and volunteers who are serving in ministry support roles as community participants (not in representative roles) are generally not required to affirm our Christian beliefs. During their participation in our community, such participants are expected to respect our beliefs, support FCA's Mission, and comply with applicable community standards. We may give preference for volunteer positions to individuals who share our Christian beliefs.

Program Participants

FCA is a Christian community that exercises Christian beliefs described in the FCA Statement of Faith. All FCA activities and events should express its beliefs and be rendered as a service to God.



FCA believes that all people are of great worth and value to God. In Romans 3:23, the Bible declares that all people have sinned and are in need of Christ's forgiveness and restoration. Following Christ's example, FCA strongly believes that every person should be treated with love, dignity, and respect.

FCA invites everyone to participate in our ministry programs such as Huddle meetings, camps, Bible studies, and events. All FCA activities are open to anyone regardless of their personal beliefs.

FCA believes the good news of Jesus Christ is for all people, therefore everyone is welcome to attend FCA ministry activities and events (Luke 2:10).

FCA believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not in accordance with the biblical beliefs of FCA.

Although participants generally do not represent the FCA Christian community, they do contribute to our community, to the experiences of other participants, and to the accomplishment of FCA's Mission. Accordingly, we expect program participants to respect our beliefs and abide by the Christian community standards applicable to them.

Preserving FCA's Christian Character and Mission

Noncompliance by Representatives: Should any FCA Representative not comply with FCA's Christian beliefs, said representative shall have an obligation to disclose such noncompliance to FCA. FCA may determine whether said representative intends or is likely to continue in such noncompliance. If so, FCA may dismiss the representative from his or her position on the basis that noncompliance is inconsistent with and undermines the expression and exercise of the Christian Character and Mission of the organization.

Mission Partners/Volunteers: Volunteers working with FCA in a capacity other than as a leader shall not be considered representatives of FCA's faith-based community. Volunteers serving with FCA shall understand that they agree to support FCA's Mission and Values.

Affirmation: Each FCA Representative must affirm that, (1) he or she understands, affirms, and agrees to be bound by the FCA Statement of Faith and Mission, and (2) as a participant or student/adult leader of the FCA community of faith, he or she will be held accountable by FCA to abide by this Statement of Faith.

FCA Youth Protection Policy

As part of our purpose and in accordance with our Christian beliefs, we seek to provide every youth, participant, and staff person with a safe, fulfilling experience. We expect all staff to promote a positive, nurturing environment for our youth and other participants, and to closely follow all FCA youth protection guidelines and directives.

Guidelines for FCA Representatives

I. Behavior Policy

1. FCA expects all paid staff and volunteers, in every aspect of their involvement with FCA activities and programs, to exhibit exemplary language and conduct, consistent with FCA's ministry purpose, Sexual Purity Policy, and moral and theological beliefs.
2. FCA prohibits staff members and volunteers from:
 - a. Engaging in any dating and romantic or sexual activity or relationship with the young people and adults who participate in our programs, except that student leaders may date other student participants.
 - b. Using sexually explicit language or jokes, or possessing or viewing lewd or pornographic materials in the presence of participants or others.
 - c. Engaging in any sexual relations or activities that constitute sexual offenses as defined by federal or state law.
 - d. Using language or behavior that involves violence or is derogatory, threatening, abusive, or harassing.
 - e. Using alcohol, drugs or tobacco (chewing or smoking) while leading or participating in an FCA activity.
3. In addition, FCA expects staff members and volunteers involved in our programs to be attentive to the physical and emotional abilities and needs of participants, and to avoid situations that could cause participants to suffer an accident or injury.
4. Any FCA representative who is found by FCA to have violated this Behavior Policy, or FCA's Sexual Purity Policy, or any of the guidelines below, may be immediately terminated or subjected to disciplinary action, all in the discretion of FCA.



II. Prevention Guidelines: Barriers to Abuse

- 1. Team Leadership** - Whenever feasible a youth will not be in the primary care or supervision of only one adult. Teams of leaders will supervise activities. Where possible, experienced adult workers should be included with adults who are newcomers to youth work.
- 2. Athletic Activities** - The excitement, emotions, and stress of athletic activities can give rise to inappropriate language and physical contact. FCA representatives must refrain from jokes, remarks, exclamations, and physical touch that could be perceived as negative or suggestive. Also, be aware of the physical needs of the athlete, such as fatigue, the need for fluids, treatment of an injury, and weather conditions (such as electrical storms or extreme heat).
- 3. Individual Counseling** - Counseling with youth should be in the nature of spiritual counseling. Coaching and mentoring on ordinary problems and challenges of growing up is also acceptable. Counseling should not involve therapy or advice concerning mental or emotional illness, suicidal thoughts, drug abuse, or pregnancy. Generally parents should be advised of these more serious problems. In some instances, the youth should be referred to a professional (see procedures below under Long-term Counseling). Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify your program leader in advance of the location and with whom you are meeting. Counseling must always be done in a public place (lobby, courtyard, snack shop, etc.) where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. Be especially careful to have female adults counsel female youths and males counsel males. A male/female team is generally appropriate for counseling either gender.
- 4. Long-term Counseling** - FCA representatives (especially at camp) should avoid entering into long-term individual counseling relationships with participants. Generally, you should not be meeting with a youth for counseling more than three times. FCA representatives should report all counseling contacts to their program leader. Adult leaders are generally not prepared or supported for long-term counseling or formal therapy.

Instead, refer youth who have a need for long-term counseling to professionals in the community. Before making a referral, always consult with your program leader about the need for referral and how to make the referral. It is usually appropriate to notify and make the referral through a parent/guardian.

- 5. Informal Contact (Independent of FCA Activities)** – Informal contact refers to phone calls, cards, face-to-face contact, or other communication between an FCA representative and a youth that is not connected to “official” FCA activities. FCA recognizes that informal contact between FCA representatives and youth frequently occurs and can be very beneficial for Christian and social reasons. For example, staff may hire teens as baby-sitters for their own children, or staff may see kids during social events with the child’s family. This interaction is usually legitimate and beneficial. However, staff should seek permission of parents, and report plans for such contact to the FCA program leader before having informal contact with the child. The staff member should clearly let the parent know the nature of the contact and that it is not part of an FCA activity. Parents are responsible for monitoring this informal contact. In follow-up to an FCA activity or event, FCA representatives should only send post cards, not letters. Follow-up emails must be sent from an FCA computer, not a home computer.
- 6. Be Aware of “Fantasy Relationships”** – Refrain from spending an inordinate amount of time with any one participant that could lead the participant to misread your interest in him or her or become too strongly tied to you. Be aware of how you express your concern for the student. When you express love, be sure students know you mean Christian love.
- 7. Youth Supervising Youth** – Minors may help adults lead youth activities only under the direct leadership of a screened and trained adult. Minors must also be screened and trained (as appropriate for their age). Minors under 16 years of age generally should not be permitted to help lead youth activities. Minors in leadership roles should not be left alone and unsupervised with youth participants.
- 8. Overnight Activities** – At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Younger minors should be provided sleeping and changing facilities separate from older minors. Experienced adult workers should be included with adults who are new-comers to youth work.
- 9. Transportation** – FCA may from time to time provide transportation as an official part of an activity. When children or youth are transported as a part of an activity, follow the “two adult rule” whenever possible. Avoid situations



where one adult is alone with one youth. In addition, never allow a child to be left alone in a vehicle. All other guidelines also apply.

- 10. Confidentiality** – Youth workers must report to a program leader if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Where necessary, explain clearly to youth that there are some circumstances where you are required to “tell” what the youth discloses. Questions about such cases or other issues of confidentiality must be discussed promptly with the program leader. While you should generally maintain the confidentiality of personal information provided to you by participants, at the same time you should never promise complete confidentiality. If a child confides to you that he has been sexually or physically abused by a family member or another, you may have a legal obligation to report this to the authorities. In addition, if the child tells you that he has committed or plans to commit a crime, or plans to harm himself, you may need to report this to the authorities as well.
- 11. Gifts** – Youth workers should not give personal gifts or money to youth. Gifts can be easily misinterpreted. With the advance approval of the program leader, small gifts given to groups of young people can be allowed, such as graduation presents or awards for participation.
- 12. Physical Contact** – In athletic activities, physical contact between players and between coaches and players is often a necessary part of practice and the game. Certain kinds of physical touch however, are inappropriate. While “high-fives,” side-hugs, and pats on the shoulder are usually acceptable, full-hugs, patting the buttocks, and back rubs or massages are not acceptable. Do not allow “piling on” or “dog piles” after a game or practice. Roughhousing and horseplay also should be discouraged, because they can lead to injury.
- 13. Corporal Punishment** – Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are never appropriate. This rule holds true even if parents have suggested or given permission for corporal punishment. Youth workers must consult their supervisors or program leader if they need help with discipline techniques.
- 14. Open Door Policy** – All FCA events are “open door.” This means that staff and parents have a right to observe any activity. FCA does not practice secret activities, initiations, or rituals.
- 15. Dating or Sexual Involvement** – No adult youth worker is to date a youth or be romantically or sexually involved with a youth.

- 16. Appearance of Misconduct** – Staff must avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations. Appropriate physical contact (see #12 above) in group settings is okay and can be a positive dynamic. However, be cautious of any touching actions that can be misleading to individuals receiving the touch or those observing.
- 17. Unsupervised Areas** – Make unsupervised or isolated areas off-limits to youth. Youth should not be allowed to return to cabins or sleeping areas except in groups or with supervision. Develop a plan among leaders for periodic monitoring and checking of unsupervised areas.
- 18. Youth Conversation** – Youth should be instructed that sexual talk and gestures are not tolerated. Youth who make sexual remarks to other youth should be reprimanded, and such language should be reported to the program leader.
- 19. Supervision and Communication** – Youth workers should consult with the youth program leader to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may affect youth worker efforts.
- 20. Feedback from Youth and Parents** – A leader designated to receive complaints from youth should be identified at every camp. All youth should be made aware of this individual and of his or her availability to listen to problems or complaints. All parents should be provided the name and contact information for this leader. Parents should also be provided an 800-number for complaints and questions. All youth, parents, and adult/coach participants should be provided a comment form following camp or an event, on which they can identify problems or concerns. Please promptly forward copies of all forms received to the FCA Support Center, and please flag all forms that include complaints or that raise safety issues.
- 21. Focus on these spiritual guidelines while working with young people:**
- 1 Thessalonians 2:11,12 – For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting and urging you to live lives worthy of God, who calls you into his kingdom and glory.
- 1 Thessalonians 5:22 – Avoid every kind of evil.
- Philippians 4:8 – Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things.



James 3:8-10 – ...but no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God’s likeness. Out of the same mouth come praise and cursing. My brothers, this should not be.

Reporting Procedures

1. If an FCA representative observes or suspects that any other representative has engaged in conduct that violates the Behavior Policy or any other FCA policy or guideline, the FCA representative must report this IMMEDIATELY to his/her FCA program leader. If the FCA program leader is observed or suspected of engaging in misconduct, this must be reported directly to the Chief Administrative Officer at the FCA Support Center.
2. FCA program leaders who receive reports of misconduct are expected to report any information they have received IMMEDIATELY to the Executive Vice President of Human Resources at the Support Center and to coordinate the local response with the Support Center.
3. Representatives and program leaders should refrain from investigating the situation, contacting the person alleged to have engaged in misconduct, or discussing the details with any person other than Support Center personnel designated above until the matter can be discussed with Support Center Personnel.
4. If there is a likelihood of injury to the victim or others, the authorities and/or emergency personnel may have to be contacted before the matter can be discussed with the FCA Support Center. In addition, it may be necessary to place the representative accused of misconduct on suspension or administrative leave and to instruct the representative to cease contact with the victim and others.
5. Failure to report suspected or observed misconduct may result in immediate dismissal from employment or volunteer assignments with FCA or disciplinary action, all at the discretion of FCA.

Primary contact is:
Ken Williams
Chief Administrative Officer
Cell Phone: (816) 674-8785
(816) 921-0909 or (800) 289-0909
Extension: 1146

If you are unable to reach Ken Williams, secondary contact is:
Jeff Martin
Executive Director
Ministry Advancement
(816) 921-0909 or (800) 289-0909

Huddle Policies for Handling Funds

“All funds and/or property received by or coming into the custody of any Huddle group shall be the property of the Fellowship of Christian Athletes to be expended or applied only for the purposes and in accordance with the policies and regulations prescribed by the Board of Trustees.”

A local checking account can be set up at a bank by an FCA Huddle group. When setting up the checking account, the bank will require all those signing checks to sign a signature card on file with the bank.

For control purposes, it is necessary that an employee of FCA also be included on the signature card, although they will not be involved in signing checks for normal account transactions. In addition to this FCA employee, others on the signature card should include the leadership of the FCA Huddle.

The bank signature card should be updated periodically to reflect current information. Copies of the signature card and related banking agreements must be filed with the local FCA office.

According to FCA policy, when writing a check, two signatures are required for withdrawal of monies. When setting up the account, please notify the bank of this double signature policy, so that they can set up the account accordingly. The two signatures on checks should include the signatures of both the Huddle Coach and one of the authorized officers on the checking account. Funds solicited and/or generated by the Huddle fall into two categories:

1) Non-contribution Gifts: The amount of money received equals the services rendered to the person giving the gift. Examples include: merchandise sales, price of admission for a breakfast/lunch/dinner program, car wash proceeds, payment of money due for retreat and/or Camp for specific students. Non-contribution gifts are not eligible as a tax deduction; therefore, these monies must be deposited directly into the local checking account.

2) Contribution Gifts: These are funds given to the Huddle to support the needs of the FCA ministry with no services or consideration rendered to the donor. Examples include: non-designated scholarship money for retreat and/or Camps, etc.

It is necessary for donors to have proper tax-deductible receipts in order to claim this gift.

GUIDELINES



To satisfy IRS requirements, contribution gifts should be sent to:

Fellowship of Christian Athletes
Attn: Receipting
8701 Leeds Road
Kansas City, MO 64129

A tax deductible receipt for the gift will be generated for the donor and properly credited to the Huddle. The Huddle is responsible to spend the money in accordance with FCA policies. To record contribution gifts use the Funds Returned Contribution Transmittal form for Huddles. The funds will be returned to the Huddle, less an 11% administrative charge. In the event a Huddle has annual gross receipts in excess of \$25,000, the Huddle must immediately contact the Support Center for special guidance.

GUIDELINES

Insurance Coverage for FCA Activities

Note: All insurance plans are effective as indicated on the following pages. As FCA renews its insurance policies, FCA will provide Huddles with updated information if there are any changes.

Liability Insurance Coverage

FCA carries General Liability insurance which protects the corporation of FCA, staff, volunteers, students, and other individuals who are directly associated with FCA. This protects FCA if there should be a liability suit filed against any one of the above by a third party as the result of a defined list of actions, the main one being negligence while acting as an agent of FCA.

EXAMPLE: A Huddle participant or a student/adult leader is seriously injured as the result of the negligence of the Huddle Coach. If the Huddle Coach is found guilty of negligence, any judgment not covered by other insurance would be covered by FCA's Liability Insurance up to the limit of coverage. Liability Insurance does not cover items like medical costs (i.e., surgery to repair torn ligaments, etc.) related to athletic activity.

This is an important benefit of becoming an official or certified Huddle Ministry Group. A noncertified FCA group is not covered by this liability policy.

Some public and private entities (i.e., schools, cities, campgrounds) that FCA deals with may require certification of Liability Insurance coverage from FCA. Certification is provided upon request, at no cost, in the form of a CERTIFICATE OF INSURANCE.

Note: Certification is proof that we carry this form of insurance. It is NOT an insurance policy document, but an official certification that we carry this form of insurance in our policy. Our insurance company has requested that FCA use a Release and Waiver of Liability/Permission Forms for participants for activities outside the scope of normal huddle meetings, (i.e. weekend retreats, unique huddle meetings, etc.) Please use the appropriate form for participants under the age of 18 or for participants over the age of 18.

Thank you for your help with this matter. If you have any questions, please contact the Special Event Insurance Department at 800-289-0909. To obtain a CERTIFICATE OF INSURANCE, complete the Certificate of Liability Insurance Request Form found in the back of this playbook and mail it at least three weeks prior to the event.