



H U D D L E P L A Y B O O K

F E L L O W S H I P O F C H R I S T I A N A T H L E T E S



## **FCA VISION:**

**TO SEE THE WORLD TRANSFORMED BY JESUS CHRIST  
THROUGH THE INFLUENCE OF COACHES AND ATHLETES.**

**HUDDLE  
PLAYBOOK**

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# HUDDLE PLAYBOOK

Dear Teammate,

Thank you for serving in an FCA Huddle leadership role and for taking on the challenge of reaching athletes and coaches for Jesus Christ. You are in a dynamic position to have an eternal impact!

FCA's theme is **PURSUE**:

***“Pursue righteousness and a godly life, along with faith, love, perseverance, and gentleness.” – 1 Timothy 6:1***

What are you pursuing? When you pursue your goals in sports, what are you trying to achieve? Winning a championship? A spot on a team? Fans chanting your name? Breaking a record? Whatever it is, you sacrifice your blood, sweat and tears to accomplish your goals. Your passion paves the way for fulfilling your dreams.

God does the same for you. He pursues you. God loves you and accepts you as you are. Success is no longer defined by your skills. With Him, you can leave the pressure of performance behind. With Him, you're already a winner. His sacrifice for you gives you significance. You have a new purpose when you play. Pursue the mission that He has paved for you: a relationship with Him.

Your Teammate in Christ,

The Fellowship of Christian Athletes



# TEACHING

## The Myths vs. The Facts of Ministry

### The Myths

Ministry is about ministry.

Ministry is telling.

Relationships follow ministry.

I need to be successful.

Ministry begins when I show up.

### The Facts

Ministry is about the kingdom.

Ministry is serving.

Ministry follows relationships.

I need to be faithful.

Ministry begins when I leave.

As ambassadors of Jesus Christ, we are positioned as ministers of the Gospel to the world.

## FCA History

The Fellowship of Christian Athletes was an idea born in Don McClanen's heart in 1947 when he was a student at what is now Oklahoma State University. He believed that athletes could use their platform of influence to present Jesus Christ to the entire culture in a powerful way. McClanen officially began FCA in 1954. The first FCA Camp was held in 1956 at Estes Park, Colorado with 256 athletes and coaches attending. The huddle ministry began with the formation of FCA Huddles in 1966.

## FCA Today

FCA is touching millions of lives...one heart at a time. Since 1954, FCA has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ.

You can find out more about what is currently happening in FCA by checking out [FCA.org](http://FCA.org) to get the latest news on what God is doing in FCA across the world.

# WHAT IS FCA MINISTRY?



## About FCA

### OUR VISION

To see the world transformed by Jesus Christ through the influence of coaches and athletes.

### OUR MISSION

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

### OUR VALUES

Our relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence.

**Integrity** - We will demonstrate Christ-like wholeness, privately and publicly. (Proverbs 11:3)

**Serving** - We will model Jesus' example of serving. (John 13:1-17)

**Teamwork** - We will express our unity in Christ in all our relationships. (Philippians 2:1-4)

**Excellence** - We will honor and glorify God in all we do. (Colossians 3:23-24)

### OUR STRATEGY

**To and Through the Coach** - We pursue our vision and mission through the strategy of to and through the coach. We seek ministry first to coaches hearts, marriages and families. Then, when ready, we minister through coaches to their fellow coaches, teams and athlete leaders. Billy Graham said, "A coach will impact more people in one year than the average person will in an entire lifetime." With the influence of a coach, FCA recognizes the most strategic way to reach more athletes is to first reach the coach.

## OUR METHODS

As FCA matures, we seek to make disciples through our methods of engaging, equipping and empowering coaches and athletes to know and grow in Christ and lead others to do the same.

### **Engage** (1 Thessalonians 2:8)

We engage relationally by connecting with individuals and through events in many different environments by building genuine trust, sharing our lives and sharing the Gospel. We strive to connect with coaches and athletes where they are on their spiritual journey.

### **Equip** (Ephesians 4:12)

After cultivating relationships and once coaches and athletes come to faith in Christ, we want to equip them with Christ-centered training, events, resources and on-going support in what it means to be a follower of Christ, growing in God's Word and applying it to life.

### **Empower** (2 Timothy 2:2)

Once equipped, we empower faithful leaders who desire to use their time, talents and treasures to help other coaches and athletes experience the Gospel, grow in their faith and share Him with others. We desire to develop disciples who make disciples, assisting them so that they can in turn engage, equip and empower others to know and grow in Christ and lead others to do the same.



# WHAT IS FCA MINISTRY?



## Distinctives

FCA is a ministry that's distinct from other ministries by what we do and how we do it. Our Vision, Mission, Fundamentals, Values and Statement of Faith provide most of this distinction. However, we've provided a list below of FCA Ministry Distinctives that are a combination of philosophy and strategies that communicate what we're about and what we're working to accomplish.

1. **Christ-Centered...** focus of our message
2. **Kingdom-Minded...** serving the purpose of the church
3. **Church Bible-Based...** source of our authority
4. **Athletically Focused...** ministering to coaches and athletes
5. **Spiritually Nurturing...** helping people to know and grow in Christ
6. **Fellowship-Oriented...** connecting people through the love of Christ
7. **Volunteer-Intensive...** mobilizing adults to accomplish the mission
8. **Culturally Adaptive...** meeting the diverse needs of people
9. **Faith-Financed...** funded through people moved by God to give

## Ministry Fundamentals

The Ministry Fundamentals are the core competencies of our ministry and the foundation of all we do as a ministry. FCA's Ministry Fundamentals are Share, Seek, Lead and Love.

**Share Him Boldly** (Acts 5:42) - FCA shares Jesus with those who do not have a personal relationship with Him. We believe that Salvation is only found in Jesus, and with great passion we desire to share the Gospel with the world. (Present Gospel)

**Seek Him Passionately** (Acts 17:11) - FCA equips and encourages others to seek Him daily. A life-long pursuit of knowing and loving Jesus takes perseverance and discipline. (Disciple Others)

**Lead Others Faithfully** (1 Corinthians 14:12) - FCA desires to model Jesus' example of serving by seeking out the needs of others, developing trusting relationships and caring about the individuals we serve. (Reach Out)

**Love Others Unconditionally** (1 Peter 4:11) - FCA realizes that the most powerful force in the world is love. We desire to be obedient to the Lord as He said that we would be known by our love. (Fellowship Together)

## 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)

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)

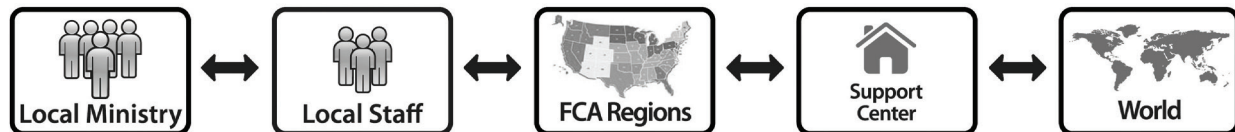
# WHAT IS FCA MINISTRY?



## Ministry as a Christian Community

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.

## Organizational Structure



### Organizational Staff/Geographical Structure

- Local
- State
- Regional
- National
- International

FCA's ministry growth over the years has produced the need for an effective organizational structure. This structure includes local ministry supported by local staff, which is supported by a regional and national FCA ministry organization. When you are a part of FCA, remember that you are not alone. You are part of a large, organized team developed to support what God has called you to do!

Since 1966, the FCA Ministry has been present on campuses all across the country. The Huddle Ministry is initiated and led by student-athletes and coaches on junior high, high school, and college campuses. The purpose of Huddle Ministry, through various types, has been to share the Gospel of Jesus Christ with the lost and to grow and mature as a follower of Jesus Christ.

The “win” of Huddle Ministry is to see campuses impacted for Jesus Christ through the influence of athletes and coaches.

## **Why We Do Huddle Ministry**

- The mission of reaching out to every person with the Gospel and making disciples everywhere is a direct response to the heart of our Lord Jesus Christ, and brings great glory to God.
- Student-athletes, as implied in the Scriptures, are loved and cared for by our Lord. They are worth our deepest love, our best sacrifice; and in light of the Great Commission and their open hearts, we, the Body of Christ, are compelled to focus on making every effort to reach them with the Gospel.
- The college, high school, and middle school campus is strategic. Huddle Ministry answers the question, “How will FCA effectively impact the campus, club, and travel teams in such a way that Christ is lifted up among the millions of students in our nation?”
- Huddle Ministry provides an unprecedented opportunity to build Christian student-athletes in their faith and equip them as followers of Christ.
- The campus gives FCA the platform to minister to the greater community.
- It is FCA’s objective to Engage, Equip and Empower, and encourage student-athletes to impact and influence their campus for Christ.
- FCA is called to glorify God through our unity, committed to a common cause, lifting up one another, sacrificing for the greater good of the Kingdom.

# WHAT IS FCA HUDDLE MINISTRY?



## Who Leads?

### Adult & Student Leaders

Criteria:

1. A commitment to Christ
2. A commitment to Sport
3. A commitment to Huddle
4. A commitment to FCA

To express and exercise FCA's Christian beliefs, all FCA leaders must contribute to FCA's Christian character and mission (see page 38), perform all of their duties as a service to God, and model FCA's Christian beliefs for the larger community. Further, all FCA leaders must affirm their agreement with FCA's Christian beliefs and endeavor to conduct themselves at all times in a manner that affirms the biblical standards of conduct in accordance with FCA's Christian beliefs. Such conduct standards include FCA's Youth Protection Policy and Student Leadership Statement.

Finally, all FCA leaders must be ready, willing and able to lead or contribute to distinctly Christian activities such as worship or prayer services.

See appendix for complete Statement of FCA's Christian Character and Mission.

### Student-Athlete Responsibilities:

1. Seek God's direction for the Huddle Ministry through personal prayer and Bible study.
2. Demonstrate leadership and live a consistent Christian life that models Jesus to your peers.
3. Complete Student Leader Application and return it to Huddle Ministry sponsor or staff.
4. Use personal gifts and talents to help plan and implement FCA ministry on your campus, including leading Bible Study Workouts.

# HUDDLE PLAYBOOK

## **Adult (Coaches, Teachers, and Administrators) Responsibilities:**

1. Seek God's direction for the Huddle Ministry through personal prayer and Bible study.
2. Demonstrate leadership and live a consistent Christian life that models Jesus to others.
3. Contact the local FCA staff person to certify a Huddle.
4. Complete the Ministry Leader Application online at [fca.org/mla](http://fca.org/mla).
5. Create a student-athlete leadership team.
6. Assist the leadership team in making decisions and planning meetings, events, and group activities.
7. Meet with the leadership team regularly to discuss and evaluate meetings, events, and group activities.
8. Seek to develop and mature the growth of the leadership team as followers of Jesus Christ.
9. Serve as a liaison between the local FCA adult supporters and Huddle Ministry.
10. Inform Huddle Ministry of FCA activities on the local, state, and national levels.
11. Understand FCA's Youth Protection Policy and ensure that it is strictly enforced.

## **Ways FCA Staff Can Serve You:**

1. Pray for you and your Huddle.
2. Certify your Huddle Ministry.
3. Encourage you through personal contacts and visits.
4. Equip you with ministry resources.
5. Help you develop a Huddle Ministry plan.
6. Inform you of local, regional, and national ministry events and activities.

## **Huddle Ministry Types**

Campus - A small group Bible study for coaches, athletes and all whom they influence (traditional Huddle).

Coaches Huddle - A coaches Bible study.

Team Huddle - A team Bible study.



# TRAINING

# HOW DO I DO FCA HUDDLE MINISTRY?

## How Do I Get Started?

- Pray for God to prepare your Huddle.
- Select which Ministry Type(s) meets the needs of your Huddle.
  - Campus Huddle, Team Huddle, Coaches Huddle
- Seek your administration's blessing.
- As a Huddle Ministry sponsor, fill out the Ministry Leader Application online at <https://mla.fca.org>
- To certify your Huddle, go to <http://www.fca.org/certify>. This form will be sent to your local FCA staff to inform them of your interest in being certified.
- You can also contact your local FCA staff to certify your Huddle. To contact your local staff, go to <http://www.fca.org/quick-links/find-local-staff>.

**We have developed a five-step process to build effective Huddle ministries:**







## PRAY

- Pray for God's will in your Huddle.
- Pray for receptiveness and interest.
- Pray for the salvation of others.
- Pray for the growth and maturity of believers.
- Pray for God's continual equipping of those leading.

## Helpful Tips

- Get together the key people involved with leading your huddle ministry before your first meeting for the express purpose of praying for God's direction, presence, and provision.
- Keep them updated on needs as well as how God is moving in your Huddle.

## PREPARE

### 1. Develop a Leadership Team

- Develop a Leadership Team with student-athlete leaders based on FCA's criteria and responsibilities and have them complete an FCA Student Leader Application, which is found in the Appendix of this playbook.
- Decide which model you are going to use for your Leadership Team.

## Helpful Tips

- Challenge the leadership team with the importance of making a commitment to attend each leadership meeting in order to prepare with excellence, each Huddle Meeting.
- Remind the leaders of the eternal cause of FCA and to prioritize their time around that cause.
- Pass around a commitment sheet for them to sign as a visible accountability to the entire group of their commitment.

## A. Leadership Team Models

- In developing a leadership team, there are two types of models FCA encourages: a “Position-Based” leadership team or a “Task-Based” leadership team.
- A Position-Based Leadership Team parallels the gifts and talents of a student leader with a specific position in leadership. A student serves in this position for a year.
- A Task-Based Leadership Team assigns differing tasks to each leader based on their gifts and talents. These assignments are not limited to a specific time; it could be for one week, one month, or one semester.
- Remember to assign roles based on people’s personalities and gifts. An example would be that a quiet, organized person is better suited for secretary and not necessarily the best fit for opening welcome announcements.
- Every leader should lead a Workout at some point during the school year to provide spiritual leadership for the Huddle.
- Special events can be coordinated through your Leadership Team by filling roles to make sure the project(s) gets done. They can also be achieved through a special events project coordinator who plans and coordinates FCA special events during the year. Examples:
  - \*Fields of Faith
  - \*Service Project
  - \*Team Outreach



## Position-Based Leadership Team

Tasks	Position/Responsibility
Facilitate Meeting	Captain
Take Minutes	Secretary
Handle Finances	Treasurer
Communications	Promotions Coordinator - Announcements made through school media & online (Facebook, Twitter, etc.), flyers/posters displayed on campus, locker rooms, etc.

## Task-Based Leadership Team

These are assigned in the Leadership Team meetings.

Tasks	Position/Responsibility
Audio/Video	A/V Coordinator - Makes sure audio is ready for exciting music before and after huddle meeting. Coordinates equipment to ensure video presentations.
Food/Drinks	Refreshment Coordinator - Coordinates all refreshments
Make people feel welcome	Greeter - Intentionally greets everyone and makes sure visitors are connected with other students.
Welcome	Gives opening welcome and announcements
Warm-up	Prepares and leads the icebreaker/game/mixer
Workout	Either leads or secures leader of devotion/testimony
Wrap-up	Closes the meeting in prayer and final announcements or reminders

## 2. Know the Basics

- A Campus Huddle Meeting is a small group Bible study for coaches, athletes and all whom they influence.
- A Huddle ministry's Purpose is evangelism, discipleship, outreach and fellowship using the platform of athletics.
- A Huddle ministry Strategy has been developed to help you know who your target audience is and what the fundamental purposes are in your ministry.

### A. Huddle Ministry Strategy

- **Target Audience**

There are three types of audiences: Huddle participants and student/adult leaders, the athletic community and the entire campus. The Huddle participants and student/adult leaders regularly attend your Huddle events and meetings. The athletic community is comprised of all teams, coaches and athletes.

- **Purpose**

The four fundamental purposes are: Share, Seek, Lead and Love. Share is evangelism or sharing the Gospel of Jesus Christ with your campus and community. Seek is discipleship or seeking to grow and mature as a follower of Jesus Christ. Lead is reaching out to others through servant leadership that draws them to faith and growth in Jesus Christ. Love is fellowship or building relationships with others.

#### **Target Audience + Purpose = Ministry Impact**


- **Huddle Ministry Model**

It is suggested that within each month you target your Huddle ministry with each of the purposes indicated. We call this the 4X9 Huddle Ministry Model, which is found in the Appendix of this playbook. With four weeks in a month and nine months in a school year, you will have nine meetings focused on Share (Present Gospel), nine meetings focused on Seek (Disciple Others), nine events focused on Lead (Reach Out), and nine events focused on Love (Fellowship Together).



## Sample Blank Form

Reproducible forms for both semesters are found in the Forms section of the Appendix.



### 4 X 9 Huddle Planning Sheet

<p><u>Share — Present Gospel</u> :</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>List Presenting Plans</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Meeting Date</th> <th style="width: 50%;">January: Ministry Purpose</th> <th style="width: 25%;">Target Group</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> </tbody> </table>	Meeting Date	January: Ministry Purpose	Target Group	1.			2.			3.			4.			5.			
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<p><u>Seek — Disciple Others</u> :</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>List Discipling Plans</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Meeting Date</th> <th style="width: 50%;">February: Ministry Purpose</th> <th style="width: 25%;">Target Group</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> </tbody> </table>	Meeting Date	February: Ministry Purpose	Target Group	1.			2.			3.			4.			5.			
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<p><u>Lead — Reach Out</u> :</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>List Reaching Plans</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Meeting Date</th> <th style="width: 50%;">March: Ministry Purpose</th> <th style="width: 25%;">Target Group</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> </tbody> </table>	Meeting Date	March: Ministry Purpose	Target Group	1.			2.			3.			4.			5.			
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<p><u>Love — Fellowship Together</u> :</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>List Fellowship Plans</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Meeting Date</th> <th style="width: 50%;">April: Ministry Purpose</th> <th style="width: 25%;">Target Group</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> </tbody> </table>	Meeting Date	April: Ministry Purpose	Target Group	1.			2.			3.			4.			5.			
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Ministry Purpose = Share, Seek, Lead, Love  
 Target Group = Huddle Members; Athletic Community; Entire Campus

# HUDDLE PLAYBOOK

## Sample Completed Form

Reproducible forms for both semesters are found in the Forms section of the Appendix.



### 4 X 9 Huddle Planning Sheet

#### Share—Present Gospel:

1. Pro Perspectives (FCA DVD)
  2. "What is God's Purpose for my Life?" (FCA DVD)
  3. Student Athlete Testimony
  4. Sport speaker
  5. Fields of Faith
- List Presenting Plans

Meeting Date	September: Ministry Purpose	Target Group
1. Wed - 2	Cow-Tongue Football	Entire Campus
2. Wed - 9	Student Athlete Testimony	Huddle Members
3. Wed - 16	Notes of Encouragement	Athletic Comm.
4. Wed - 23	See You at the Pole	Entire Campus
5. Wed - 30	Attend & Pray @ volleyball Game	Athletic Comm.

#### Seek—Disciple Others:

1. "Authority" Devotion (FCA Bible)
  2. Competitor's creed study
  3. "Choosing Friends" Devotion (FCA Bible)
  4. Heart of an Athlete study
  5. See You at the Pole
- List Discipling Plans

Meeting Date	October: Ministry Purpose	Target Group
1. Wed - 7	Balloon Bag Volleyball	Entire Campus
2. Wed - 14	Fields of Faith	Athletic Comm.
3. Wed - 21	Competitor's Creed Study	Huddle Members
4. Wed - 28	Feed the Football Team	Athletic Comm.
5.		

#### Lead—Reach Out:

1. Feed the Football Team after practice
  2. Write notes of Encouragement to Athletes
  3. Gatorade Giveout
  4. Attend volleyball game (Pray at the start)
  5. Coaches Breakfast
- List Reaching Plans

Meeting Date	November: Ministry Purpose	Target Group
1. Wed - 4	Human Football	Entire Campus
2. Wed - 11	"What is God's Purpose...?"	Entire Campus
3. Wed - 18	Gatorade Giveout	Athletic Comm.
4. Wed - 25	Heart of an Athlete Study	Huddle Members
5.		

#### Love—Fellowship Together:

1. Human Football
  2. Cow-Tongue Football
  3. Balloon Bag Volleyball
  4. Knockout Basketball
  5. Blindfold Dodgeball
- List Fellowship Plans

Meeting Date	December: Ministry Purpose	Target Group
1. Wed - 2	Knockout Basketball	Entire Campus
2. Wed - 9	"Authority" Devotion	Huddle Members
3. Wed - 16	Coaches Appreciation Breakfast	Athletic Comm.
4.		
5.		

Ministry Purpose = Share, Seek, Lead, Love

Target Group = Huddle Members; Athletic Community; Entire Campus



## B. Campus Huddle Meeting Structure

- The Huddle meeting outline consists of four parts: Welcome, Warm-Up, Workout and Wrap-Up.

**Welcome:** greeting and announcements

**Warm-Up:** ice-breakers, games, skits, etc.

**Workout:** Bible studies, devotionals and testimonials (spiritual growth component)

**Wrap-Up:** closing comments

- You can use the Huddle Meeting Agenda Form found in the Appendix of this playbook to help plan each individual Huddle meeting.
- Take time to familiarize yourself with [FCAResources.com](http://FCAResources.com) in order to access great warm-ups (icebreakers, skits, team-builders, etc.) and workouts (devotions, Bible studies, videos, etc.)

## C. Campus Huddle Meeting Agenda

- Use this form to organize each meeting.
- Reproducible forms are found in the Forms section of the Appendix.

### Campus Huddle Meeting Agenda

- Meeting Date: \_\_\_\_\_
- Meeting Purpose: \_\_\_\_\_  
(Share, Seek, Lead, Love)
- Target Group: \_\_\_\_\_
- Welcome: greetings and announcements  
\_\_\_\_\_
- Warm-Up: ice-breaker, games, skit  
\_\_\_\_\_
- Workout: Bible studies, devotionals, testimonials  
\_\_\_\_\_
- Wrap-Up: closing comments  
\_\_\_\_\_

## PLAN

- Use the following checklist to make sure you are organized for your first Huddle meeting.
  - Secure day, time and location for Huddle meetings.
  - Develop a ministry plan for the semester using the Huddle Ministry Model (4X9) form to help give you a ministry “road map” for the semester.
  - Organize your meeting each week by using the Huddle Meeting Agenda Form.
  - Task assignments based on gifts and talents of student leaders.
  - Plan an initial FCA interest meeting. Invite all students, parents, coaches and faculty.
  - Show the FCA presentation video.
  - Challenge everyone to join you.

## PROMOTE

- You can use multiple resources to get the word out about your Huddle.
- Create flyers, posters, announcements, etc. to promote upcoming Huddle meetings, activities, and events.
- Distribute promotional materials.
- Use various media to invite people: text, Facebook, Twitter, email, phone, etc.

### Helpful Tips

- Assign someone to promote your Campus Huddle ministry using every method available. If you aren't intentional about getting the word out, your great planning and preparation will have a limited audience.
- Break up your leadership team into “text teams” and assign each leader a certain number of students to invite through text message on the night before and/or the day of your Huddle meeting.
- Go to [FCAResources.com](http://FCAResources.com) to download related resources:
  - Bible studies
  - Devotionals
  - FCA Logos
  - FCA Photos





## PRODUCTS

### Tools to Get Started

- **Preview:**

**Athlete's Bible** – This Bible includes group and individual study helps, 500 potential small group meetings, 90 athletically focused Bible studies, 100 icebreakers and team builders, a Bible dictionary, and other study tools. This resource can be purchased at [FCAgear.com](http://FCAgear.com).

**The CORE** – This resource provides you with 8 powerful guidelines and essentials on strengthening your faith as a believer and Christ-follower. This resource follows the Ready, Set, Go format with verses, pointed questions and exercises to apply in real life and can be used in ministry environments including, 1-on-1 meetings, huddle meetings and individual studies. The CORE can be purchased at [FCAgear.com](http://FCAgear.com).

- **Access:**

**FCAResources.com** – [FCAResources.com](http://FCAResources.com) brings together all of FCA's resources into one website. Devotionals, articles, outreach ideas, icebreakers, podcasts, Bible studies, videos and more! Everyone within the ministry can search this large library and submit resources.

# HUDDLE PLAYBOOK

## PRAY

- Pray for God's will in your Huddle.
- Pray for the receptiveness and interest .
- Pray for the salvation of non-Christians.
- Pray for the growth and maturity of believers.
- Pray for God's continual equipping of those leading.

## Helpful Tips

- Get together the key people involved with leading your huddle ministry before your first meeting for the express purpose of praying for God's direction, presence and provision.
- Ask some adults in your community to continually lift up your huddle ministry in prayer.
- Keep them updated on needs as well as how God is moving in your Huddle.

## PREPARE

- Communicate with coaches and team members about this opportunity.
- Identify team(s) that will participate in the Team Huddle(s).
- Develop a Leadership Team with athlete leaders based on FCA's criteria and responsibilities and have them complete a student leader application.
- Review FCA Resources for Team Huddle.

## PLAN

- Use the checklist to make sure you are organized for your first Team Huddle.
  - Secure day, time, and location of Team Huddle.
  - Recruit a Huddle leader or facilitator.
  - Develop a Huddle plan with timeline and specific lessons outlined.
  - Organize a weekly study agenda.
  - Plan an initial study that introduces FCA, explains what the study is about, and relays the importance of commitment and confidentiality.

## PROMOTE

- Use multiple resources to get the word out about your Team Huddle.
- Create flyers to promote upcoming Bible study opportunity.
- Check with your coach to see if you can post some fliers with date, location, and time around the gym or locker rooms.
- Distribute promotional material to team members.
- Invite team members to attend the Team Huddle.

## Helpful Tips

- Check with the coach first and ask for a few minutes to make the announcement to the team.
- It is a great idea to have a team member announce what the Team Huddle is and when it will begin. A personal invitation to teammates and coaches is very effective.



## PRODUCTS

### Tools to Get Started

- **Preview:**

**Team Bible** – The Team Bible is specifically designed to engage, equip and empower teams to study God’s Word together. This Bible includes 32 text pages of Team Huddle material, including 20 Team Studies focusing on common issues teams face. This resource can be purchased at [FCAgear.com](http://FCAgear.com).

**Athlete’s Bible** – This Bible has individual study helps, 500 potential small group meetings, 90 athletically-focused Bible studies, 100 icebreakers and team builders, a Bible dictionary and other study tools. This resource can be purchased at [FCAgear.com](http://FCAgear.com).

**The CORE** – This resource provides you with 8 powerful guidelines and essentials on strengthening your faith as a believer and Christ-follower. This resource follows the Ready, Set, Go format with verses, pointed questions and exercises to apply in real life and can be used in ministry environments including, 1-on-1 meetings, huddle meetings and individual studies. The CORE can be purchased at [FCAgear.com](http://FCAgear.com).

- **Access:**

**FCAResources.com** – [FCAResources.com](http://FCAResources.com) brings together all of FCA’s resources into one website. Devotionals, articles, outreach ideas, icebreakers, podcasts, Bible studies, videos and more! Everyone within the ministry can search this large library and submit resources.

# HUDDLE PLAYBOOK

## PRAY

- Pray for God's will in your Huddle.
- Pray for the receptiveness and interest.
- Pray for the salvation of non-Christians.
- Pray for the growth and maturity of believers.
- Pray for God's continual equipping of those leading.

## PREPARE

- Contact each coach about the Coaches Huddle opportunity.
- Rally the involvement of coaches interested.
- Review FCA Resources for Coaches Huddle.

## PLAN

- Use the following checklist to make sure you are organized for your first Coaches Huddle.
  - Secure day, time and location of Bible study.
  - Recruit a Bible study leader or facilitator.
  - Develop a Bible study plan with timeline and specific lessons outlined.
  - Organize a weekly study agenda.
  - Plan an initial study that introduces FCA, explains what the study is about, and relays the importance of commitment and confidentiality.

## Helpful Tips

- Get key people involved with leading your huddle ministry together before your first meeting for the express purpose of praying for God's direction, presence and provision.
- Ask some adults in your community to continually lift up your Huddle Ministry in prayer.
- Keep them updated on needs as well as how God is moving in your Huddle.

## Helpful Tips

- Use these great, free resources for your coaches ministry:
- Browse the Heart of a Coach Devotionals at [FCAResources.com](http://FCAResources.com).
- Browse other free group Bible studies for material at [FCAResources.com](http://FCAResources.com).



## PROMOTE

- You can use multiple resources to get the word out about your Coaches Huddle.
- Post some fliers with date, location, and time around the gym or locker rooms.
- Invite coaches to attend the Huddle study.
- Distribute promotional material to coaches.

## PRODUCTS

### Tools to Get Started

- **Preview:**

**Athlete's Bible** – This Bible includes group and individual study helps, 500 potential small group meetings, 90 athletically-focused Bible studies, 100 icebreakers and team builders, a Bible dictionary and other study tools. This resource can be purchased at [FCAgear.com](http://FCAgear.com).

**3 Dimensional Coaching Companion Bible Study** - This Companion Bible Study is designed to be used in small group settings by coaches who are enrolled in the 3D+ Course. This resource expounds upon the faith-based principles that are introduced in the online training.

**The CORE** – This resource provides you with 8 powerful guidelines and essentials on strengthening your faith as a believer and Christ-follower. This resource follows the Ready, Set, Go format with verses, pointed questions and exercises to apply in real life and can be used in ministry environments including, 1-on-1 meetings, huddle meetings and individual studies. The CORE can be purchased at [FCAgear.com](http://FCAgear.com).

- **Access:**

**FCAResources.com** – [FCAResources.com](http://FCAResources.com) brings together all of FCA's resources into one website. Devotionals, articles, outreach ideas, icebreakers, podcasts, Bible studies, videos and more! Everyone within the ministry can search this large library and submit resources.

**FCACoachesAcademy.com** – The FCA 3Dimensional Coaches Academy is a three course training curriculum designed to help coaches become transformational in their coaching by fulfilling their transformational purpose. The result is that coaches learn to coach their players in all three dimensions (body, mind, heart) from a faith-based perspective.

# HUDDLE PLAYBOOK

## Huddle Tools

The Fellowship of Christian Athletes has been around since 1954 and Huddles have been there from the beginning. God has used FCA Huddles to transform the lives of thousands of coaches and athletes. By taking the next steps with us, you will be equipped with the training and resources you need: To create an environment in the sports community where the gospel is made known and lived out. We want to see this happen everywhere!

This website contains training, resources, gear, and more to help you lead a Huddle that wins. You can do this! Enjoy the journey and remember... You are FCA!

## Training

- **Huddle Playbook** - The Huddle Playbook is a comprehensive training resource to equip leaders to successfully run a Huddle. It contains teaching, training, tools and more!
- **The FOUR** - The FOUR is FCA's primary resource to share the Gospel. This website contains professional athletes simply explaining the Gospel. Use it to train your leaders, or share in your Huddle, one on one, or at ministry events.

## Resources

- **FCAResources.com** - This website is full of devotions, bible studies, videos and more that speak to the competitive mindset. These resources have been created to help your Huddle pursue God together through His Word.
- **FCA YouVersion Plans** - Start one of FCA's many Bible reading plans for coaches and athletes. These are great to use for your Huddle!
- **FCA Bibles** - FCA has developed Bibles specifically for Athletes and Coaches. These Bibles include reading plans, devotionals, Huddle activities and more. Use these individually and for your Huddles!

## Gear

**FCAGear.com** - FCA Gear is your one stop shop for purchasing all FCA branded gear, including exclusive items for Camp, Huddle, Fields of Faith. They even have a Custom Huddle website where you can choose from 24+ designs and customize the colors, text, and garments to be the right fit for your group. Providing FCA Gear is one of the best ways to create community and excitement around your FCA Huddle. Check out the websites below for the latest gear!

Check out more of our Huddle Tools at [fcahuddletools.com](http://fcahuddletools.com)!



# APPENDIX

## **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 Defending Freedom**

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).

This single page, Students' Bill of Rights on a Public School Campus, may be duplicated without permission from the publisher. Parchment copies of this page (suitable for framing) and/or the book, Students' LEGAL RIGHTS on a Public School Campus (detailing each right), may be obtained by calling or writing the Publisher. Roever Communications, P.O. Box 136130, Ft. Worth, TX 76136, (817) 237-2587.

## **FCA Christian Community Statement**

FCA is a Christian community that exists to exercise and express its Christian beliefs and Christian mission. These beliefs include those set forth in FCA's Statement of Faith, FCA's Vision Statement, Mission Statement and Core Values adopted by FCA and the additional beliefs set forth in this Policy, in the Staff Handbook, and in other policies adopted by the board of trustees (collectively referred to as "FCA's Christian Beliefs").

FCA exercises and expresses its Christian Beliefs in various ways, including:

***As a Community:*** FCA believes that God calls people to live out their faith in community with other believers. Accordingly, FCA's Christian community is itself an exercise and expression of FCA's Christian Beliefs.

***Through Our Activities:*** FCA believes that all of its activities should express FCA's Christian Beliefs and be rendered in service to God as a form of worship. As such, all FCA activities further its Christian mission and purpose, and are an exercise and expression by FCA of its Christian Beliefs.

## **Mission Statement**

The Mission of FCA is: ***To lead every coach and athlete into a growing relationship with Jesus Christ and his church.***

## **Vision Statement**

The Vision of FCA is: ***To see the world transformed by Jesus Christ through the influence of coaches and athletes.***

## **FCA Representatives**

As a Christian community, FCA is led by FCA's trustees, staff, and volunteer ministry leaders. All of these individuals are an integral part of the FCA community and are described for purposes of this statement as FCA Representatives.



## FCA Representative Obligations

Each FCA Representative shall model FCA's Christian Beliefs within the greater community, to perform all their duties as a service to God, and to 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, practice or promote any religious beliefs inconsistent with these beliefs.
- **FCA Christian Community and Conduct Standards:** FCA Representatives shall (during both working and non-working hours) conduct themselves in a manner that affirms biblical standards of conduct in accordance with FCA's Christian Beliefs. Such conduct standards include FCA's Youth Protection Policy and Student Leadership Statement.
- **Distinctly Christian Activities:** Each FCA Representative shall be ready, willing, and able to lead or contribute to distinctly Christian activities such as small group studies, Huddles, worship and prayer services.
- **Ministerial Duties:** Each FCA Representative shall daily spend time in prayer and in the Word, shall share Christ through word and life, and shall seek the Lord's will for the ministry of FCA. Each FCA Representative will worship and seek weekly involvement in a local church, and in some cases, serve under the authority and assignment of the local church.

## Participants

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, and 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.

FCA believes the good news of Jesus Christ is for all people (Luke 2:10). Accordingly, FCA invites everyone to participate in our ministry programs, such as Huddle meetings, camps, Bible studies, and other events, regardless of their personal beliefs.

Participants in FCA activities, in addition to FCA Representatives, include coaches, athletes, community members, guests at Huddles and other events, and volunteers serving in support roles. Participants make significant contributions to FCA's mission through their involvement, and FCA expects them to respect FCA's beliefs and support FCA's mission. However, Participants do not represent FCA and are not FCA Representatives for purposes of this Statement unless they are also serving in one of the FCA Representative roles identified in the paragraph above.

## **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 FCA's Christian Beliefs.

***Spiritual Discernment:*** The determination as to whether any particular action or belief of a FCA Representative or Participant is inconsistent with this Statement requires spiritual discernment applied to each circumstance and shall be made in the sole discretion of FCA's leaders designated by the president or board of trustees.

***Affirmation:*** Each FCA Representative must affirm that (1) he or she understands, affirms, and agrees with the FCA Statement of Faith, and (2) as a member of the FCA community, he or she agrees to be held accountable by FCA to abide by this Statement, by FCA's Christian Beliefs, and by other practices and policies of FCA.





## **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)

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; 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)

## **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  
Senior Executive Advisor  
Cell Phone: 816-674-8785  
Office Phone: 816-892-1146

If you are unable to reach Ken Williams, secondary contact is:  
FCA Support Center  
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.

## 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.



**Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement (“Agreement”) - Minor Participant**

In consideration of participating in the \_\_\_\_\_

I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the “releasees” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue The Fellowship of Christian Athletes, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “releasees” or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

\_\_\_\_\_  
Printed name of Participant \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant

**Parental Consent**

AND I, the minor’s parent and/or legal guardian, understand the nature of the above referenced activities and the minor’s experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor’s account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor’s behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasee may incur as the result of any such claim.

\_\_\_\_\_  
Printed name of Parent/Guardian \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

## Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement (“Agreement”) - Adult Participant

In consideration of participating in the \_\_\_\_\_

I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the “releasees” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue The Fellowship of Christian Athletes, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the “RELEASEES” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the “releasees” or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

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Printed name of Participant

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Date

---

Signature of Participant



## Student Permission Waiver

(Minor under the age of 18)

Note: Parent/Guardian MUST have this form present at registration to be permitted in a camp.

Student's Information:			
First Name:		Last Name:	
Address:		City/State/Zip:	
Phone Number:		Age:	
Date of Birth:		School Attending & Grade in Fall:	
Parent/Guardian Contact Information:			
First Name:		Last Name:	
Cell Number:		Home Number:	
Work Number:		Email:	
Parent/Guardian Contact Information:			
First Name:		Last Name:	
Cell Number:		Home Number:	
Work Number:		Email:	
Emergency Contacts- Authorized for Early Pick Up of My Student:			
First Name:		Last Name:	
Cell Number:		Home Number:	
Work Number:		Relationship to Student:	
First Name:		Last Name:	
Cell Number:		Home Number:	
Work Number:		Relationship to Student:	
Additional Person(s) Authorized to Pick Up My Student:			
Name:		Phone Number:	
Name:		Phone Number:	

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Medical Information:

- List and explain any known physical disability or illness which might interfere with the student's participation in strenuous activity.
- Does the student have any severe allergies or reactions to drugs or medicines? Explain.
- Does the student have any severe allergies or reactions to foods? Explain.
- List any medications the student is presently taking or any special diet or exercise restrictions.  
Please include all over-the-counter medications such as Tylenol, etc. (list name of drugs, dosage, etc.).
- Does the student have any history of concussions? Explain.
- Indicate the date of last Tetanus shot: \_\_\_\_\_
- Are there any emotional/social disabilities that would be helpful for us to be aware of?
- Is your son/daughter living with:  both parents  one parent  guardian  other

## Student Permission Waiver (back) Health Insurance Information

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Medical Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

### Functions and Activities

Prior to my student's participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, and physical injury due to transportation-related accidents, illness or even death. I give permission for my student to be transported in an authorized FCA vehicle to FCA activity locations. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

### Release of Liability

By signing this Student Permission Waiver Form, I expressly warrant that the student named above is capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of the student participating in the activities, whether such risks are known or unknown to me at this time. I further release the Fellowship of Christian Athletes (FCA) and its leaders, employees, Officers, Directors, volunteers, and agents from any claim that my student may have or that I may have against them as a result of injury or illness incurred during the course of participation in the activities. This release of liability shall include (without limitation) any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of the student's or my family or estate, heirs, representatives, or assigns may have against this organization or its leaders, employees, volunteers or agents. I further agree to indemnify and hold harmless FCA and its leaders, employees, volunteers, or agents from any and all claims arising from my student's participation in its activities and programs, or as a result of injury or illness of my student during such activities.

### First Aid and Emergency Medical Treatment

I recognize that there may be occasions where the student named above may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of this organization to seek and secure any needed medical attention or treatment for the student named above including hospitalization, if in the agent's opinion that such need arises. In doing so, I agree to pay all fees and costs arising from this action to obtain medical treatment.

I give permission for camp trainer and camp professional medical staff to give over-the-counter medications as needed, as well as, attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and, again, I agree to pay for the medical treatment. I give permission for my student to be transported to a medical center in an emergency situation.

### Release to use Image and Likeness

On occasion, the Fellowship of Christian Athletes (FCA) or its representatives takes photographs or makes an audio or videotape recording of students and/or adults involved in activities. Such photographs or video records may be used by staff and participants to remember the activities and participants.

Local news organizations may hear of our activities or events, and our organization may invite or allow them to photograph or record our events for news reporting on special interest features. I consent to the use of any such audio or visual record of the student named above to be used, distributed or displayed as agents of the organization see fit. This consent includes but is not limited to: photographs, videotape and audio recordings. Furthermore, I give permission for the student to be interviewed by the news media, or for such photographs and other audio or visual records to be used by the news media.

In addition, such photographs and audio/visual recordings may be used in publications or advertising materials to let others know about our activities. These images may also be used by FCA or its agents to produce ministry resources for staff training, Camp or Campus Ministries, or other uses to promote the ministry of FCA. FCA may also make these materials available for sale to the public.

### Swimming Ability

Allowed in Water       Not Allowed in Water

\*All FCA Camps that offer water activities will require a swim test for each student to pass in order to participate.

### Other Information

List any other information that leaders should know about the student participant:

I represent that I am the parent/guardian of \_\_\_\_\_, who is under 18 years of age. I have read the above Student Permission Waiver Form and am fully familiar with the contents thereof. I give permission for the student named above to participate in the activities of this organization, including any special events/activities described above. In consideration for allowing the participation of the student in these activities, I hereby consent to the Student Permission Waiver Form, including the Release of Liability above, on behalf of the student and agree that this Student Permission Waiver Form shall be binding upon me, my family, heirs, legal representatives, successors, and assigns.

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent or Legal Guardian \_\_\_\_\_



## Adult Permission Waiver

(18 and older)

Name of Participant (please print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

### Medical History

1. Do you have any known physical disability or illness which might interfere with your participation in strenuous activity? If so, please explain.
2. Do you have any severe allergies or reactions to drugs or medicines? Explain.
3. Do you have any severe allergies or reactions to foods? Explain.
4. Are you presently taking any medications or on any special diet or exercise restrictions? If yes, please list specific details (name of drugs, dosage, etc.).
5. Indicate the date of last Tetanus shot: \_\_\_\_\_.
6. Are there any emotional/social disabilities that would be helpful for us to be aware of?

### Health Insurance

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Medical Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

### Emergency Contacts

Name of persons and telephone numbers to call in case of emergency:

Name \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Name \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

## Adult Permission Waiver (back)

### Functions and Activities

Prior to my participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

### Functions and Activities

By signing this Permission Waiver Form, I expressly warrant that I am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of participating in the activities, whether such risks are known or unknown to me at this time. I further release the Fellowship of Christian Athletes (FCA) officers, directors, and its leaders, employees, volunteers, and agents from any claim that I may have against them as a result of injury or illness incurred during the course of participation in the activities. This release of liability shall include (without limitation) any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of my family or estate, heirs, representatives, or assigns may have against this organization or its leaders, employees, volunteer, or agents. I further agree to indemnify and hold harmless FCA and its leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness during such activities.

### First Aid and Emergency Medical Treatment

I recognize that there may be occasions where I may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of this organization to seek and secure any needed medical attention or treatment for me including hospitalization, if in the agent's opinion that such need arises. In doing so, I agree to pay all fees and costs arising from this action to obtain medical treatment.

I give permission for attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and, again, I agree to pay for the medical treatment.

### Release to Use Image and Likeness

On occasion, the Fellowship of Christian Athletes (FCA) or its representatives takes photographs or makes an audio or videotape recording of children and/or adults involved in activities. Such photographs or video records may be used by staff and participants to remember the activities and participants.

Local news organizations may hear of our activities or events, and our organization may invite or allow them to photograph or record our events for news reporting on special interest features. I consent to the use of any such audio or visual record of myself to be used, distributed or displayed as agents of the organization see fit. This consent includes but is not limited to: photographs, videotape and audio recordings. Furthermore, I give permission to be interviewed by the news media, or for such photographs and other audio or visual records to be used by the news media.

In addition, such photographs and audio/visual recordings may be used in publications or advertising materials to let others know about our activities. These images may also be used by FCA or its agents to produce ministry resources for staff training, Camp or Campus Ministries, or other uses to promote the ministry of FCA. FCA may also make these materials available for sale to the public.

### Other Information

Other information leaders should know about the participant:

Signature \_\_\_\_\_ Date \_\_\_\_\_





## FCA Proof of Insurance Request Form for Events/Huddles

Name of Event or Huddle: \_\_\_\_\_

Date(s) of Event or Huddle Meetings: \_\_\_\_\_

Approximate # of Participants: \_\_\_\_\_

Location of Event or Huddle Meetings: \_\_\_\_\_

Brief Description of Activities:

Name and address of Organization or Facility (church, school, etc.) requesting to receive a Certificate of Liability. Please put name and address that is to be listed as the certificate holder, **not FCA address or P.O. Box (cannot insure a Post Office Box):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

E-mail Address for Contact: \_\_\_\_\_

E-mail Address for Staff: \_\_\_\_\_

Special Instructions:

FCA Representative: \_\_\_\_\_

Volunteer: \_\_\_\_\_

If volunteer, please name FCA staff person that you are associated with, also.

Date: \_\_\_\_\_

The original certificate will be sent to the organization requesting proof of insurance, and a copy of the certificate will be sent to the FCA person who requested it.

Please send this form to [HUB-KC.Certificates@hubinternational.com](mailto:HUB-KC.Certificates@hubinternational.com) to get a certificate processed.

## Funds Returned Contribution Transmittal

Number \_\_\_\_\_ Fellowship of Christian Athletes

Local Staff Contact \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Huddle Ministry Name \_\_\_\_\_

Make Check to: FCA \_\_\_\_\_  
(Huddle Name)

Send Check to: \_\_\_\_\_  
(Name/Address of Treasurer)

\_\_\_\_\_  
\_\_\_\_\_

We will mail your returned funds back to the treasurer for distribution, net of an administrative charge. We will send an electronic receipt to the donor.

Enclosed are Checks from:

Name of Donor	Donor Email	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Total of Checks \$ \_\_\_\_\_

### Instructions:

Mail the original report and all checks to: Finance Department, c/o Receipting, Fellowship of Christian Athletes, 8701 Leeds Road, Kansas City, MO 64129. Mail a copy of the report to your local/state office. Keep one copy of this report for your records.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*The funds will be returned, less an 11% administrative charge.



## FCA Student Leader Application

Instructions: Please fill out this form and return to your Huddle Coach if you are interested in being considered as an FCA Leadership Team member this coming school year.

### A. Personal Information

Date \_\_\_\_\_

School \_\_\_\_\_

Name \_\_\_\_\_ Current grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (cell) \_\_\_\_\_ (home) \_\_\_\_\_

Email address \_\_\_\_\_

School sport(s)/other club activities \_\_\_\_\_

\_\_\_\_\_

Parent names \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parent phone numbers \_\_\_\_\_

### B. Church Service

Current church you attend \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you a participant or student leader?  Yes  No

In what area of church life do you now participate? \_\_\_\_\_

Pastor/Priest's name \_\_\_\_\_

# HUDDLE PLAYBOOK

## C. FCA Experience

Briefly list your FCA involvement: \_\_\_\_\_

\_\_\_\_\_

What office are you interested in? \_\_\_\_\_

\_\_\_\_\_

Why would you like to be part of the FCA Leadership Team? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the purpose of FCA? \_\_\_\_\_

\_\_\_\_\_

Are you a current FCA Teammate?  Yes  No

## D. Spiritual Formation

(If you need more space, please continue on a separate sheet.)

Complete the following:

1. What do you think it means to be a Christian? \_\_\_\_\_

\_\_\_\_\_

2. Explain when and how your walk with Christ began. \_\_\_\_\_

\_\_\_\_\_

3. Have you come to the place in your own spiritual life where you know for certain that, if you died today, you would go to heaven?  Yes  No

4. If you were to die today and stand before God, and He asked you, "Why should I allow you into heaven?" what would you say? \_\_\_\_\_

\_\_\_\_\_



## E. FCA Leadership Commitments

### 1. 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)

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)

I understand that as a leader in FCA my life is an example to others.

Yes  No

## 2. Focus on the Gospel of Christ

FCA's ministry presents Jesus Christ as Lord and Savior. Speaking in tongues, healings, prophesying, and baptism are a part of the Christian experience for many people; however, FCA chooses not to focus on them but on the basics of the Gospel of Christ.

Do you agree to keep the focus on the Gospel of Christ and not on these or other denominational issues?  Yes  No

## 3. FCA's Student Leadership Statement

Just as "captains" are held to a higher standard for their team, FCA Student Leaders are held to a higher standard of biblical lifestyle and conduct. God desires all of His people, especially leaders, to pursue His standards of holiness through their conduct and obedience. Paul the Apostle instructed young Timothy to live similarly in 1 Timothy 4:12 (NLT): "Do not let anyone think less of you because you are young. Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity [chastity]."

FCA Student Leaders are not always perfect examples, but they do their best to live and conduct themselves in accordance with biblical values and instruction in order to glorify God. If there are questions about what God says regarding how we live our lives, FCA encourages student leaders to look to the Bible as their Playbook and speak to an FCA adult volunteer or staff member if there are further questions.

Will you conform to the FCA's Student Leadership Statement?  Yes  No



#### 4. FCA's Christian Character and Mission

To express and exercise FCA's Christian beliefs, all FCA representatives shall contribute to FCA's Christian character and mission. Accordingly, each FCA representative shall be expected to model FCA's Christian beliefs for the larger community, perform all of their duties as a service to God and comply with the following obligations.

**Beliefs.** Each FCA representative shall affirm their agreement with FCA's Christian beliefs and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.

**Christian Conduct Standards.** FCA Representatives shall at all times (both during 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. Such conduct standards include FCA's Youth Protection Policy, and Student Leadership Statement.

**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.

Have you, or will you at this time commit to living a drug, alcohol, and tobacco-free life?  Yes  No

Will you conform to the FCA's Christian Character and Mission?  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

# HUDDLE PLAYBOOK



FELLOWSHIP OF  
CHRISTIAN  
ATHLETES

## 4 X 9 Campus Huddle Planning Sheet

Share —Present Gospel:

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- List Presenting Plans

Meeting Date	August: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Seek —Disciple Others :

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- List Discipling Plans

Meeting Date	September: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Lead —Reach Out :

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- List Reaching Plans

Meeting Date	October: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Love —Fellowship Together :

- 1.
  - 2.
  - 3.
  - 4.
  - 5.
- List Fellowship Plans

Meeting Date	November: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Ministry Purpose = Share, Seek, Lead, Love  
Target Group = Huddle Members; Athletic Community; Entire Campus





FELLOWSHIP OF  
CHRISTIAN  
ATHLETES

## 4 X 9 Campus Huddle Planning Sheet

Share — Present Gospel :

- 1.
- 2.
- 3.
- 4.
- 5.

List Presenting Plans

Seek — Disciple Others :

- 1.
- 2.
- 3.
- 4.
- 5.

List Discipling Plans

Lead — Reach Out :

- 1.
- 2.
- 3.
- 4.
- 5.

List Reaching Plans

Love — Fellowship Together :

- 1.
- 2.
- 3.
- 4.
- 5.

List Fellowship Plans

Meeting Date	January: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Meeting Date	February: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Meeting Date	March: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Meeting Date	April: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Meeting Date	May: Ministry Purpose	Target Group
1.		
2.		
3.		
4.		
5.		

Ministry Purpose = Share, Seek, Lead, Love

Target Group = Huddle Members; Athletic Community; Entire Campus

## Campus Huddle Meeting Agenda Form

- Meeting Date: \_\_\_\_\_
- Meeting Purpose: \_\_\_\_\_  
(Share, Seek, Lead, Love)
- Target Group: \_\_\_\_\_
- **Welcome:** greetings and announcements  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Warm-Up:** ice-breaker, games, skit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Workout:** Bible studies, devotionals, testimonials  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Wrap-Up:** closing comments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## FCA Testimony Helps

A personal testimony is simply sharing what God has done in your life. One of the most effective ways to prepare your testimony is to ask three questions.

### Example:

#### **What my life was like before I met Christ?**

*I was raised in a Christian home and went to church. But I was always afraid of dying after I had two asthma attacks in the night that almost killed me.*

#### **How did I come to know Christ?**

*When I was twelve, I couldn't go to sleep one night because of my fear of dying in the night. I woke my mom up and she shared with me that if I am a Christian, I don't have to fear death because I can go to heaven. I prayed to receive Christ as my personal Lord and Savior that night.*

#### **What has my life been like since?**

*I no longer stay awake at night wondering where I will spend eternity. It will be in heaven because of Jesus Christ.*

Now, you try it. Work through the questions below, write your testimony in your own words and practice sharing it. Yours might be long and exciting, or short and sweet. It is important to focus on what God has done, not on what you did wrong in the past. Feel free to use more paper if you need to, but remember, keeping things “simple” is always best when speaking to a group.

## Developing Your Testimony

What was my life like before Christ?

How did I meet Christ?

How has my life been since accepting Christ?

### **Your Salvation Testimony should focus on:**

- The key is to share your story. Tell your story how you came to know Him personally.
- Three key parts to every testimony: (1) before Christ, (2) how you came to Christ and (3) how you have grown in Christ.

## Helpful Tips to Remember

1. Stay within your time frames. The following chart below breaks down each segment of your testimony depending on the time you have been given.

### Testimony Sequence

<b>Time Allowed</b>	<b>3-5 minutes</b>	<b>8-10 minutes</b>	<b>15-20 minutes</b>
Introduction	30 seconds	1 minute	2 minutes
Need for Christ	1 minute	2-3 minutes	4 minutes
How you came to know Christ	1 minute	2 minutes	4 minutes
Your “New Life” in Christ	1-2 minutes	2-3 minutes	3 minutes
Closing	30 seconds	1 minute	2 minutes

2. Refrain from using spiritual terminology, clichés or phrases with which the unchurched may not be familiar or cause them to be uncomfortable.
3. When using scripture references, be sure not to use too many, or simply make reference. Read the whole verse(s) that are appropriate, being cautious not to get caught in lengthy scripture readings. Share the main verse(s) that have the greatest impact in your life.
4. Be careful with particular denominational issues which could become tangents to the overall purpose of your message. Any negative comments about people, churches, denominations, or issues can be counter productive.



# TEAM FCA



## The Competitor's Creed

I am a Christian first and last.  
I am created in the likeness of God Almighty to bring Him glory.  
I am a member of Team Jesus Christ.  
I wear the colors of the cross.

I am a Competitor now and forever.  
I am made to strive, to strain, to stretch and to succeed in the arena of competition.  
I am a Christian Competitor and as such, I face my challenger with the face of Christ.

I do not trust in myself.  
I do not boast in my abilities or believe in my own strength.  
I rely solely on the power of God.  
I compete for the pleasure of my Heavenly Father, the honor of Christ and the reputation of the Holy Spirit.

My attitude on and off the field is above reproach - my conduct beyond criticism.  
Whether I am preparing, practicing or playing;  
I submit to God's authority and those He has put over me.  
I respect my coaches, officials, teammates and competitors out of respect for the Lord.

My body is the temple of Jesus Christ.  
I protect it from within and without.  
Nothing enters my body that does not honor the Living God.  
My sweat is an offering to my Master. My soreness is a sacrifice to my Savior.

I give my all - all of the time.  
I do not give up. I do not give in. I do not give out.  
I am the Lord's warrior - a competitor by conviction and a disciple of determination.  
I am confident beyond reason because my confidence lies in Christ.  
The results of my efforts must result in His glory.

Let the competition begin.  
Let the glory be God's.



COMPETITORS for CHRIST



# **FIELDS OF FAITH**

**GET IN THE GAME. GET IN THE BOOK.**  
Take a stand alongside hundreds of thousands of students across the United States and the world who will gather on their school's athletic field to hear fellow students share their testimonies, challenge each other to read the Bible and come to faith in Jesus Christ.



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## FCA Vision

TO SEE THE WORLD TRANSFORMED BY JESUS CHRIST  
THROUGH THE INFLUENCE OF COACHES AND ATHLETES.



[FCARESOURCES.COM](http://FCARESOURCES.COM)  
ALL FCA MINISTRY  
RESOURCES ON ONE SITE



[FCACOACHESACADEMY.COM](http://FCACOACHESACADEMY.COM)  
TRAINING PROCESS FOR COACHES



[FCAGEAR.COM](http://FCAGEAR.COM)  
ONLINE MERCHANDISE STORE



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