



2019-2020 Athletic Handbook

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Note: Information in this handbook is supplemental to that found in handbooks of organizations in which Calvary Chapel Academy participates and in Calvary Chapel Academy's K-8 Family Handbook. The highest standard, whether of Calvary Chapel Academy or of other organizations, will be enforced.

Athletic Director

The Athletic Director (AD) serves under the direction of the Assistant Head of School and Head of School and oversees the day-to-day operations of the Athletic Department. The AD is assisted by an Assistant Athletic Director, volunteers, and coaches throughout each sport season.

COACHING OPPORTUNITIES

During the school year, opportunities for coaching may become available. If you are interested in coaching or assisting one of our sports, visit our website (calvaryCCA.com) to see the available positions and fill out a coaching application.

Sports Offered

CCA's offering of sports is determined by the demand for the particular sport. Demand may be measured by the number of athletes who show up to try out for practice at the beginning of the season. If it is not feasible for CCA to offer the sport based on demand, CCA Administration may elect to forego participation in that sport for that season.

Likewise, another determination of sports offered by CCA is dependent on the ability of other schools to participate in that sport. Though there may be demand at CCA for a particular sport, it may not be offered if there are not sufficient area-school participants that would allow for appropriate competition.

The AD will have the most current information on what sports are going to be offered during a school year, which will be published on the school website. Always check the CCA Website (calvaryCCA.com) for the most up to date information.

CCA's goal is to offer the following sports when feasible:

- Fall
 - K - 8 grade co-ed swimming
 - 4 - 6 grade co-ed volleyball
 - 7 - 8 grade girls volleyball
 - 6 - 8 grade co-ed soccer
 - 5 - 6 grade co-ed flag football
- Winter
 - 3 - 8 grade girls cheerleading
 - 7 - 8 grade girls basketball
 - 7 - 8 grade boys basketball
 - 5 - 6 grade boys basketball
 - 5 - 6 grade girls basketball
 - K - 6 grade co-ed soccer
- Spring
 - K - 6 grade co-ed basketball

Athletic Eligibility

Minimum standards for maintaining athletic eligibility are as follows:

- 5th-8th grade athletes must maintain a current quarter GPA of 2.0 or above in the core subjects (Math, Language Arts, Reading, History, Science); a 5th-8th grade athlete will be notified prior to a competition should his/her GPA fall below 2.0 in which case the athlete will not be eligible to participate.
- If an athlete has received a *Disciplinary Referral for Specific Incident*, they may not be permitted to participate in the next upcoming game or meet.

The AD will monitor and evaluate athletes' meeting these standards utilizing RenWeb.

CCA Administration has the option of placing an athlete on athletic probation for problems such as attitude, behavior and/or failure to complete homework. Final decisions concerning athletic probation and eligibility will be made by CCA Administration.

An athlete who has been placed on behavioral probation may not participate in athletic practices or athletic competition.

CCA reserves the right to terminate any athlete's athletic eligibility to participate in a practice and/or game at any time when deemed to be in the best interest of the athlete and/or the school. Should the conduct of a parent, family member, or athlete be inappropriate during a practice and/or game, a termination may result.

HOMESCHOOL PARTICIPATION

Qualified home-schooled athletes may participate in CCA's athletic program at the discretion of CCA only when/if a team cannot be assembled solely with CCA athletes.

All applicable fees associated with participation on a CCA team will be assessed to home-schooled athletes. All participating home-schooled athletes must adhere to all policies stated in this handbook and discipline policies stated in the CCA Family Handbook and may be subject to a family interview for the purposes of assessing a family's spiritual fit with CCA.

Athletic Forms

Forms required to be on file with the Athletic Director for each athlete may be found on CCA's website (calvaryCCA.com). These forms include the following:

- Registration Agreement
- Preparticipation Physical Evaluation (*see "Tryouts" for policy change*)
- Parental Consent for Athletic Participation/Hold Harmless Agreement

The *Registration Agreement* will be published by the Athletic Director in advance of a sport's season starting. This form will include information on practices, season dates, practice and game locations, cost to be charged to the athlete's account, and other special directions. This serves as an acknowledgement of having been received and to comply by the policies and procedures in this handbook, any special requirements, and authorization to bill an athlete's account. The *Registration Agreement* will also be provided by CCA's Event Coordinator through CCA's email system.

Tryouts

GENERAL

Tryouts are to be scheduled in advance, and notification to parents/athletes is to be communicated by the Athletic Director's announcement of the sport. This will be done through CCA's email system by the CCA Event Coordinator.

If an athlete has a legitimate reason (e.g. athlete illness, death in the family, court-ordered appearance of an athlete or parent) for missing the tryout period as published in the Registration Agreement, a subsequent one-day tryout may be granted to assess that athlete's abilities. Vacation and/or traveling is not considered an acceptable basis upon which a subsequent tryout will be permitted.

Note: Before any athlete may tryout or practice for any CCA sport team, a *Preparticipation Physical Evaluation* (physical) that is valid for the entire season of that sport must be turned in to the Athletic Director. It is the parent/guardian's responsibility to confirm the validity of the physical form prior to the sport tryout and/or practice, whichever takes place first. Please see the CCA Website to download a blank copy of this form.

Competitive sports for which tryouts are currently authorized and cuts may be made:

- K - 8 grade co-ed swimming
- 7 - 8 grade girls volleyball
- 7 - 8 grade basketball
- 5 - 6 grade basketball (competitive, non-SCCAA recreational league)
- 5 - 6 grade co-ed flag football
- 7 - 8 grade boys flag football

Tryouts are for the grade for which the sport is labeled: See "Playing Up" section.

If an athlete drops out after they have made the team, the sport shall be filled with someone who originally tried out. The coach shall keep a list of alternates in case someone drops out. Alternates are permitted to participate in "non-playing" positions, such as score keeping and equipment management.

CUTS

Some sports may require tryouts and may include cuts. An athlete is not guaranteed a place on the team because they were on the team the year before or because of their grade level.

When an athlete is cut, it is always to be done in private. The Head Coach may communicate this face-to-face to the athlete if the parent is present; however, the Head Coach should first inform the parents prior to informing the athlete. If a parent is not present, the AD will notify the parent by email or phone. Reasons for the cut will be explained.

Equipment and Uniforms

Athletic uniforms and other loaned equipment are the property of CCA and must be returned to the school office (less normal wear and tear) within one week after the athlete's last game. Failure to do so if the uniform/equipment is damaged beyond normal wear and tear will result in the billing of the athlete's account for the cost of replacement, up to \$75 for the uniform and up to exact replacement cost for any other loaned equipment.

Athletic uniforms must be washed and cleaned according to the label instructions before they are returned.

ATHLETIC ATTIRE

Game Uniform

Athletes are only permitted to wear game uniforms at games or when in proximity to the gym/location at the appropriate time (shortly before, during, and shortly after game time). Athletes are not to wear their game uniforms in the Commons, hallways, or while on campus other than at the time mentioned above.

Athlete T-shirts

Athletes are permitted to wear athlete T-shirts to school in place of their CCA uniform on game days and NUT days. Issued flag football uniforms are not to be worn as the athlete T-shirt.

Athletes are to look neat, clean, and conservative at all times when representing CCA. CCA athletic attire shall be worn in like manner.

Undergarments may not be visible except with the girls' volleyball game uniform, which calls for a 4-6" spandex undergarment.

Practices

Practice times are to be set by the Head Coach and AD and relayed to parents and athletes at the beginning of the season. The Head Coach will attempt to maintain a consistent practice schedule. However, game schedules and changes to other priorities may dictate a change in practice schedules for individual teams. The Head Coach will relay any changes to practices via phone, text, or email.

Vacation practices and games must have prior approval from Athletic Director and CCA Administration. This includes noon-dismissal days, weekends, holidays, and government holidays.

PRACTICES NOT HELD RIGHT AFTER SCHOOL DISMISSAL

If a practice is not scheduled to start right after school is dismissed, athletes waiting for practice may be checked into Aftercare. A CCA coach or other staff member will escort athletes to and from practice. Please note that athletes must be enrolled in Aftercare services (see CCA Family Handbook).

PRACTICES HELD RIGHT AFTER SCHOOL DISMISSAL

If the practice is scheduled to begin right after school is dismissed, sixth graders will go to the Commons after school to be accounted for prior to practice and then to the gym. Kindergarten through fifth grade must have a parent or a CCA designee escort. The gathering place for the CCA designee escort is in the Aftercare hallway.

5TH & 6TH GRADE FLAG FOOTBALL

Athletes may be checked into Aftercare (sixth graders will go to the Commons) after school to be accounted for prior to practice if the practice is not scheduled to start right after school is dismissed. A CCA coach or staff member will escort athletes to practice. Athletes in fifth grade must be enrolled in Aftercare services (see CCA Family Handbook).

7TH & 8TH GRADE FLAG FOOTBALL

Athletes may go to the Commons after school to be accounted for prior to practice. A CCA coach or staff member will escort athletes to practice.

OFF-SEASON CONDITIONING

If physical conditioning is scheduled by a coach prior to a season's practice schedule, it will be published and announced by the AD. This will be advertised on the athletics board (located in the hallway to the left when entering through the second set of security doors) and sent out through CCA's email system by the Athletic Director.

Attendance

Athletes are expected to attend all practices and games. When this is not possible, it is the responsibility of the parent to notify the Head Coach. Coaches will determine any reduction in playing time as a result of missing scheduled practices. Understanding that circumstances may not always permit 100% attendance, there will be a commitment to making careful and appropriate decisions when exceptional circumstances arise.

In order to participate in a practice or game, an athlete must be present in class that day for a minimum of four hours. This requirement is upheld regardless of the athlete having an excused absence.

In the event an athlete is required to serve detention during a practice or game, the athlete must serve the detention before participating in the practice or game. Refer to the Athletic Eligibility section in regard to Discipline Referrals.

In the event that an athlete is required to serve a suspension during a practice or game, the athlete cannot participate in a same day practice or game.

Playing Time

Playing time will be based upon the level of competitiveness of the team. Athlete participation, talent, safety, and game circumstances may impact the amount of playing time for each athlete at the coach's discretion for competitive sports. The following sports are considered competitive and

athlete participation and talent may be heavily considered in regard to the amount of playing time during a game:

- 7 - 8 grade girls volleyball
- 6 - 8 grade co-ed soccer
- 7 - 8 grade basketball
- 5 - 6 grade basketball (non-SCCAA rec. league)
- 7 - 8 grade boys flag football
- 5 - 6 grade co-ed flag football

PLAYING UP

Athletes may “play up,” or may be permitted to play on a higher-grade designated team in the event that there are not enough participants to field a team. In the event there is a tryout that does not result in enough participants, the AD will schedule an additional tryout for one grade lower than for that which the sport is designated. Only grade-appropriate athletes may try out for a sport at the initial tryout. If it is determined that playing up is necessary to field a team, no athlete that falls within the designated grade for that sport shall be cut from the team.

Multi-Sport Athletes

An athlete may participate in up to two CCA sports simultaneously. The sport that begins first shall be declared as the primary sport. Should there be any practice or game schedule conflicts, the primary sport will take priority. In the case of schedule conflicts, the primary sport’s Head Coach, non-primary sport’s Head Coach, and AD will evaluate the feasibility of participation in any non-primary sport.

When two sports have a practice on the same day, the athlete may only go to the primary sport’s practice, with the exception of attending swimming, which holds practices in the morning, and a second sport practice later in the afternoon.

In the event that a multi-sport athlete makes the decision to or is made to no longer participate in secondary sports, for whatever reason, that athlete’s multi-sport participation will be evaluated by CCA Administration prior to its future allowance. An athlete who quits a primary sport will not be permitted to participate with any other CCA team until the primary sport’s season is complete.

Though two overlapping sports are permissible, this might not be academically beneficial to the athlete. All academic standards and requirements will remain in place.

In the event that an irresolvable conflict arises between performing arts rehearsal or performance dates, other CCA activities, and athletic practice or game dates, please recognize the following:

- Our role is to provide godly counsel to parents and the athlete involved in determining the greater gifting of the athlete.
- Ultimate determination is to be made by the parent in consultation with the athlete in consideration of the counsel provided.

Athlete and Parent Conduct

Athletes and coaches are expected to act as the representatives of Christ and CCA at all athletic events, whether home or away.

To enhance a safe environment for all persons at athletic events, both home and away, parents are not permitted on the court/field or near the bench where athletes gather before, during, or after an athletic game. Only persons authorized by CCA Administration or away-school administrative personnel may be on the court/field or near the bench area.

Parents are reminded that their sportsmanship and behavior reflect upon the reputation of CCA. They are expected to behave in the following ways:

- Demonstrate good sportsmanship
- Diplomatically censor fellow spectators who display negative behaviors
- Respect the property of the school and the authority of school officials
- Never criticize the athletes or coaches for the loss of a contest

Should any spectator exhibit behavior unbecoming a Christ follower, they may be requested to depart the premises on which athletic competition is taking place and would be expected to do so without question, delay, or hesitation.

The following behaviors are inappropriate and will not be tolerated:

- Fighting
- Profanity
- Use of/being under the influence of alcohol or drugs
- Unsportsmanlike conduct
- Rude or disrespectful behavior
- Any negative behavior towards opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments
- Unnecessary screaming or yelling at fellow teammates or rival school athletes
- Lying (or aiding another to do so)
- Cheating (or aiding another to do so)
- Any behavior that causes the coach to consider the athlete or anyone else an undermining influence because of repeated examples of poor attitude, attendance, or work habits

Persons who exhibit any of the above behaviors or any other inappropriate behavior may be temporarily or permanently suspended from athletic involvement pending further investigation by CCA Administration.

If the coach believes an athlete's behavior is an undermining influence on the team or reduces the coach's ability to succeed, written notice will be given to the AD. Upon review by CCA Administration, the athlete may be dismissed from the team.

The decision to dismiss an athlete from a team will be determined jointly by the AD and CCA Administration.

Any person observing such behavior at any time should notify the coach or AD.

Parent Meeting

Each team will conduct a parent/athlete meeting prior to the first game to discuss schedules and topics covered in the parent letter (provided to parents at the parent meeting). Failure to attend this meeting may prevent an athlete from participating in the sport.

PARENT LETTER

The parent letter will lay out rules and expectations for the athlete in the realm of the particular team. It may include, but not be limited to, information concerning the following:

- Team rules
- Team expectations
- Philosophy and vision for the season
- Team-specific discipline policies
- Protocol for conflict resolution
- Playing time
- Parent/family involvement—includes some mandatory participation in order for events to properly function.
- InstaTeam – team management tool

Communication/Conflict Resolution

In the event that a parent or athlete has an issue with a sport or person, they shall follow the proper chain of command when addressing the issue with CCA Staff. This is to properly maintain order in the ministry of CCA. Any issues or concerns should be addressed by utilizing CCA personnel in this order:

- Coach
- Athletic Director
- Assistant Head of School
- Head of School

An appointment should be set with the appropriate person to discuss any issues. Parents are not to confront a coach before, during, or after a contest or practice. Meetings of this nature do not promote resolution.

If an issue is not resolved by contacting or meeting with the person beginning with the coach, the parent should proceed in like manner with the AD, Assistant Head of School, and lastly, the Head of School.

Hazing, Bullying, and Peer Harassment

Hazing or peer harassment will not be tolerated. All athletes must be given the opportunity to compete without threat of any kind of abuse. Coaches have a responsibility to maintain a safe and positive environment for all athletes. Athletes are encouraged to notify coaches or other school

personnel of instances of said abuse. Anyone engaging in these behaviors is subject to dismissal from the team.

Injuries

If an athlete is injured, regardless of whether the injury took place in the realm of CCA athletics, and is not permitted to participate in PE class, they will not be allowed to participate in any sport. An authorization from a physician listing any restrictions should be presented to the school office prior to an athlete's continuing participation. Special restrictions stated in the physician's note will be followed. If it is not clear what the restrictions are, CCA Administration and CCM Human Resources will determine what level of participation is permitted.

Transportation

Parents are solely responsible for making arrangements for the transportation of their athletes to and from CCA athletic practices and/or games. CCA is not responsible for arranging transportation to and from CCA athletic practices and/or games. Exceptions to this are as follows.

SCCAA RECREATIONAL BASKETBALL

K – 5th athletes may be checked into Aftercare and 6th grade athletes may go to the Commons after school to be accounted for prior to practice held on the CCA campus if the practice is not scheduled to start shortly after dismissal from school. A CCA coach or other staff member will escort athletes to and from practice if the practice is held on campus. Athletes must be enrolled in Aftercare services (refer to CCA Family Handbook). If the practice is scheduled to begin shortly after dismissal from school, 6th graders may walk themselves to the Commons to be accounted for and then to the gym. Kindergarten-5th graders must have a parent escort (if the parent comes that day to pick them up) or a CCA designee escort. The gathering place for this escort by the CCA designee is in the Aftercare hallway.

SCCAA RECREATIONAL SOCCER

K – 5th athletes may be checked into Aftercare and 6th grade athletes may go to the Commons after school to be accounted for prior to practice held on the CCA campus if the practice is not scheduled to start shortly after dismissal from school. A CCA coach or other staff member will escort athletes to and from practice if the practice is held on campus. Athletes must be enrolled in Aftercare services (refer to CCA Family Handbook). If the practice is scheduled to begin shortly after dismissal from school, 6th graders may walk themselves to the Commons to be accounted for and then to the gym. Kindergarten-5th graders must have a parent escort (if the parent comes that day to pick them up) or a CCA designee escort. The gathering place for this escort by the CCA designee is in the Aftercare hallway.

5TH/6TH GRADE FLAG FOOTBALL

Athletes may be checked into Aftercare (6th graders will go to the Commons) after school to be accounted for prior to practice held on the CCA campus if the practice is not scheduled to start

shortly after dismissal from school. A CCA coach or staff member will escort athletes to practice. Athletes in 5th grade must be enrolled in Aftercare services (refer to CCA Family Handbook).

7TH/8TH GRADE FLAG FOOTBALL

Athletes may go to the Commons after school to be accounted for prior to practice held on the CCA campus. A CCA coach or staff member will escort athletes to practice.

Inclement Weather

When information regarding inclement weather is available, the AD will make a decision concerning cancellation of practices or games. Coaches will be notified of cancellations and the information will be communicated to athletes and parents by either the coach or the AD via the InstaTeam app. InstaTeam will send an alert and email. CCA's policy: If you can hear thunder, cease outdoor activity and seek shelter.

Early Dismissal

Early dismissal times are determined by the AD in collaboration with department heads. It is the goal of the Athletic Department to minimize the academic disruption caused by early dismissals. Coaches are to communicate any early dismissal request to the AD for approval. Early dismissal times are determined based upon travel distance and the time needed to adequately warm up in order to prevent possible injury during the contest.

Athletes are responsible for all work missed due to early dismissals for athletic contests. When an athlete knows they will miss a class, it is strongly recommended that class and homework assignments be obtained in advance.

During an early dismissal, athletes will be called to the front office. Normal check-out procedures will apply. The coach is to communicate early release information to parents as soon as it becomes available.

Summer Camps

CCA offers summer camps so long as there is a need and coaches are available. Information regarding summer camps will be published on our website as it becomes available.

Only registered camp participants are eligible to be present during the camp. Non-registered persons are not authorized to remain in the gym or space where the camp activities are taking place.

Awards Ceremony

The annual Awards Ceremony takes place in the spring of each year. This event includes all sports except K-6 Co-Ed Soccer, K-6 Co-Ed Basketball, and Run Club.

No fee is charged for the event. Light refreshments are provided.

End of Season Team Party

An End of Season Team Party will take place at the end of the team's specific season. The coach will hand out participation certificates and recognize each of the individual member's contributions to the team.

Volunteer Requirements

An athlete's parent must serve as a volunteer in one or more of the following capacities: concessions sales, entry fee collection, score keeper, or clock manager. The AD and Head Coach will create a schedule of parent volunteer positions. If a parent is unable to fulfill an assigned volunteer slot, they must secure the services of another parent volunteer.

All volunteer hours served count toward CCA-required volunteer time.