

Christian Academy of Carrollton

2016-2017 ***Athletic Handbook***



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**Christian Academy of Carrollton
2016-2017 Athletic Handbook**

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CAC'S PURPOSE FOR ATHLETIC PARTICIPATION

Vision Statement:

Students from the Christian Academy of Carrollton will acquire wisdom and knowledge through the lens of a Biblical worldview, which will be evidenced by a Godly lifestyle of character, leadership, service, stewardship, and worship.

Mission Statement:

The mission of the Christian Academy of Carrollton is to work cooperatively with the student's home and church to provide a biblically-based, Christ-centered learning environment which promotes spiritual maturity, academic excellence and personal growth, ministering to the whole child.

Physical Development:

- . Assist each student to understand that the body is the temple of God and is to be kept clean and pure, capable of responding to God's direction.
- . Encourage each student to accept personal responsibility for achieving and maintaining physical fitness and practicing good health habits.
- . Develop in each student an awareness that a healthy physical body contributes significantly to a sound mental, spiritual, and social state.
- . Assist each student in recognizing the dangers inherent in the use of substances harmful to both physical and spiritual well-being, and in accepting responsibility to avoid the use of such substances.
- . Assist each student to develop an interest in the skills needed for life-long involvement in physical activities.

Social Development:

- . Encourage each student to develop Christian attitudes, accept principles of behavior, and base decisions on the spiritual, moral, and ethical values of the Bible.
- . Prepare each student to assume the responsibility and privileges of citizenship.
- . Teach each student the Biblical principles regarding marriage and family life and the personal commitment needed to establish and maintain Christian families.
- . Assist each student to acquire the attitude and skills essential to effective interpersonal relationships.

Career Development:

- . Assist each student to acquire a basic knowledge of the economic system, to develop attitudes and skills needed to be a competent consumer, and to apply biblical principles in the use of personal resources.
- . Assist each student to develop respect for the dignity of labor and the pride of performance.
- . Assist students in developing values, attitudes, and basic knowledge essential to the world of work through career awareness and exploration.

Essentials of Faith:

All scripture is self-attesting, and being truth, requires our unreserved submission in all areas of life to the authority of the infallible Word of God, as written in the sixty-six books of the Old and New Testaments-unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority in all matters on which it speaks. On this foundation we affirm the following as essentials of our faith:

- . We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three persons' Father, Son and Holy Spirit.
- . Jesus Christ, the Living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross, a sacrifice for our sins, according to the Scriptures. On the third day He arose bodily from the dead. He ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
- . The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service, and seals us for the day of redemption.
- . Being estranged from God, and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
- . The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ.
- . Jesus Christ will come again to the earth-personally, visibly, and bodily-to-judge the living and the dead and to consummate history and the eternal plan of God.
- . The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations, baptizing them and teaching them according to Matthew 28:19-20

The statement of faith does not exhaust the extent of our beliefs. The Bible, itself, is the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, the Bible is the sole and final source of all that we believe. For purposes of Christian Academy of

Carrollton's faith, doctrine, practice, policy, and discipline, our board of directors is the school's final interpretive authority on the Bible's meaning and application.

Philosophy of Athletics:

Christian Academy of Carrollton's sports programs exist to provide our students with opportunities for character and skill development in a competitive but fun environment.

CAC's athletic department believes that winning isn't everything. The school promotes doing our best for the God we serve, providing a good testimony for those watching, modeling student leadership, and glorifying the Lord—whether we win or lose. The foundation for this belief is Colossians 3:17, 23: "And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him. . . And whatsoever ye do, do it heartily, as to the Lord, and not unto men."

CAC holds high expectations for their student athletes in spiritual growth, academic performance, leadership qualities, behavioral and attitudinal responses. Our coaches model and promote honesty, integrity, humility, loyalty, unity, respect, and sportsmanship traits that we believe are foundational in the total character development of our student athletes.

Therefore, CAC athletic program will:

- . Foster each athlete's personal relationship with Jesus Christ.
- . Produce disciplined, Christ-honoring teams that reach their highest potential for Him.
- . Train students to be ambassadors for Christ and CAC.

AND we expect our student athletes to live as True Competitors:

- . Demonstrating a humble heart—in victory and defeat. (James 4:10)
- . Doing their best and remaining gracious, regardless of the outcome (2 Peter 1:2)
- . Holding their emotions under control. (Galatians 5:22-23)
- . Showing respect for their opponent. (1 Peter 2:17)
- . Never cheating. (Philippians 4:8)
- . Encouraging the competition and helping them to be at their best. (Proverbs 27:17)
- . Competing against themselves—not the other team. (Colossians 3:23)
- . Competing out of joy, not fear. (1 John 4:18)
- . Edifying with their words. (Ephesians 4:29)
- . Parents, students, friends and families must not shout slurs, or shout at referee
- . After each game, coaches and all team members must shake hands with the opposing team, exhibiting a thankful and Christian attitude.
- . Respecting authority. (Hebrews 13:17)

POLICIES REGARDING STUDENT ATHLETES

Athletic Event Costs:

All regular home game ticket costs will be determined at the beginning of the year and will remain the same throughout that calendar year.

- . Adults: _____
- . Students (K5-12): _____
- . CAC Faculty/Staff: _____
- . Under five years old: Free
- . Family package: _____

Event Passes are available as well, which are good for use at all home games (not tournament games) during all sports seasons throughout the year. The current cost per family for Event Passes are \$100.00. Passes are available at the school office.

Athletic Fees:

Students must pay a fee per sport for their participation. Sports fees cover equipment, uniforms and insurance expenses. The Sports Director will pass out forms for the upcoming sports season each year.

Athletic Teams:

Each sport is contingent upon the number of students interested and the availability of a coach. Below is a list of sports CAC has had in the past as well as sports, which may be offered during the future:

Fall:

- . Lady Eagle's Volleyball offered to 5th-12th grade girls (sometimes 4th grade)
- . Cross Country offered to 4th-12th grades

Winter:

- . Lady Eagle's Basketball offered to 5th-12th girls (sometimes 4th grade).
- . Eagle's Basketball offered to 5th-12th boys (sometimes 4th grade).
- . Archery offered to 4th-12th grades

Spring:

- . Tennis offered to 5th-12th grades
- . Golf

Possible Sports:

- . Cheerleading, Tennis, Track, are available as needed and according to availability of coaches.

Attendance:

Students who are unable to come to school or who leave school due to illness should not participate in any practices or games held that evening.

Students who are scheduled to serve a detention will not be allowed to participate in after school practices that day. If the detention is scheduled to be served during a

game, the Principal, Administrator and Sports Director will make decisions on a case-by-case basis.

Students who habitually do not attend practices or games/meets without sufficient reason risk losing the opportunity to play on or be a part of the team, a choice left to the discretion of the coach.

Athletic Award Policy and Procedures:

At the end of each school year, there will be a Sports Awards Program. We ask that all students participating in any CAC sports team throughout the year attend this special evening event. (Exception is the 1st-4th grades BB Camp.)

Awards:

Athletic awards are given based on Christian character, athletic ability, and academic achievement. The main goal of our athletic awards is to recognize Christian values and behavior; not just to focus on individual athletic ability. However, we do desire to recognize the special gifts and talents that God has given to our student athletes.

Varsity Letters:

Freshmen or students in high school who are participating in a sport for the first time shall receive a letter. That year and all following years, the student will receive a pin or chevron for each year participating in those sports.

Families may choose to purchase school-sanctioned jackets and/or navy award sweaters. They may place their award letter on the jacket or sweater. Students may wear the sweater interchangeably with their regular casual or dress uniform attire.

COMMUNICATION

Communication Parents Should Expect From The Coach and Sports Director:

- . Athletes must have both a commitment to Jesus Christ, and a commitment to serve each team member and their families in a Christian manner with patience and kindness.
- . Expectations the coach has for the players on the team.
- . Locations and times of all practices and games/meets.
- . Specific concerns in regard to philosophy and/or expectations.
- . Medical or physical limitations of the child.
- . Provide a CAC Handbook to be read by parents and students regarding sports and rules.

Appropriate Concerns to Discuss with Coaches or the Sports Director:

- . The treatment of the child: spiritually, relationally, emotionally and athletically.
- . Ways to help the child improve.

- . Concerns about the child's behavior.

Issues Not Appropriate to Discuss With Coach or Sports Director:

- . Playing time
- . Team strategy
- . Play-calling
- . Other student athletes

Procedures to Follow When a Parent has a Concern to Address with the Coach:

- . Do not attempt to confront a coach before or after a game or practice. Meetings of this nature, when emotions are high, do not promote resolution.
- . Call the coach to set up an appointment.
- . Have the player first talk to the coach, perhaps with another coach present, concerning the issue.
- . If you are unable to reach the coach, please call the Sports Director, who will set up the meeting.
- . The parent may call and set up an appointment with the Sports Director to discuss the situation.

CONCESSIONS/FUNDRAISING

CAC provides concessions at all home games/meets. Sports concessions or any extra-curricular groups wishing to work with concessions as a fundraiser must adhere to the following guidelines:

- . Parents must sign up to take turns working at the concession stand and helping clean up after games. Generally this requires thirty minutes before a game and thirty minutes after a game is over. Also, sometimes assistance is needed before a game to clean the gym for a game.
- . Anyone wishing to provide homemade items must abide by all Health Department requirements for any type of "bake sale" goodies. Please see Administration or Sports Director for further information.

CONDUCT

Student Conduct/Expectations:

As members of athletic teams, athletes are high-profile representatives of our school and of our Savior. Students are expected to act in an appropriate manner. The following behaviors are inappropriate, and will not be tolerated by the athletic department or school administration:

- . Fighting
- . Profanity
- . Use of/being under the influence of alcohol, tobacco, or drugs
- . Unsportsmanlike conduct

- . Rude or disrespectful behavior on or off the court
- . Taunting opponents or officials
- . Destruction of property
- . Obscene gestures
- . Derogatory or degrading comments
- . Attitude with coaches or referees, etc.
- . Stomping or kicking the bleachers, chanting or shouting to hinder concentration of any player

We encourage and expect student athletes to:

- . Play the game for fun.
- . Be gracious when they win and graceful when they lose.
- . Respect and abide by the rules of the game.
- . Put the team ahead of yourself in every situation.
- . Accept decisions made by those in authority.
- . Demonstrate respect to their opponents, coaches, and teammates.
- . Be accountable for their own actions.
- . Develop a teachable spirit that allows them to receive correction and constructive criticism appropriately.
- . Accept and embrace the discipline involved in athletics because it benefits the team.
- . Develop the feeling of pride based upon the "shared joy" of the team, and do not have an attitude that emanates from arrogance or sense of entitlement.
- . Be an athlete of character.
- . Win for Christ.
- . Players will be expected to shake hands with opposing players and coaches before and/or after the game, unless in the judgment of the coach, it would be counterproductive. It is a coach's responsibility to control players before, during, and after a game.

Unsportsmanlike or Inappropriate Conduct:

Everyone involved with athletic competitions should be committed to the demonstration of good sportsmanship and Christian behavior. Examples of inappropriate conduct:

- . Shouting slurs or any kind of insult to referee, players, coaches, etc.
- . Shouting instructions to the students, coach or referee
- . Stomping or kicking bleachers, chanting or shouting to get a player's concentration off while shooting or any other time.
- . Exhibiting any kind of disrespect to the referee, team member of CAC or opposing team member or to attending families, etc.

It is vital that our coaches, parents, fans, and participants remember that the reflection of Christian testimony outweighs the outcome of any competition.

CAC expects its participants and fans to be involved in cheering for their teams; not against their opponents. Fans may be enthusiastic, but should refrain from derogatory remarks against the opposing team or the game officials.

Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the student will be removed from the contest by the coach. A student who strikes, curses, or threatens an official or coach; who participates in flagrant, foul, or unsportsmanlike conduct; or who fails to maintain a standard of conduct satisfactory to the athletic department or to the administration, will be ineligible to participate in that sport for a probationary period of up to six weeks. Students who are ineligible to play for either academic or behavioral reasons shall not participate in practices or games.

Depending on the infraction, students may be removed from the team and may face further school discipline, which shall be at the joint discretion of the Sports Director and Principal/Administrator. After the probation period is complete, the Sports Director and Principal/Administrator will meet with the student and his/her family to decide if he/she may rejoin the team.

Dismissal Offenses:

For the coach to decide to dismiss a student athlete, the coach should feel that keeping the athlete would destroy the team or his/her ability to make progress with the team.

Behaviors that would warrant dismissal from a team include:

- . Lying, cheating, stealing, or aiding another to do so
- . Using alcohol, cigarettes, or illegal drugs
- . Continued disrespect toward authority or other athletes
- . Attitudes or behaviors that cause the coach to consider the athlete an undermining influence

The coach will not summarily dismiss a student in violation. The coach will provide the Athletic Director with detailed information regarding an incident that includes the possibility of dismissal from the team.

Spectator Conduct:

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or courts before, during, or after an athletic competition. Bringing animals to athletic events is not permitted.

CAC expects students and parents to display appropriate behavior and attitudes when participating in or observing sports activities. Any student or parent displaying unsportsmanlike behavior or ungodly attitudes will be asked to leave the premises.

Spectators should resist shouting out instruction. This is the coaches' job. When both coach and parents yell, student athletes become confused and stressed. "Urgent" advice yelled from the sideline almost never improves performance.

Show appreciation for the other team, not hostility. Congratulate the opposition during and after the game – and their parents as well. Fans, students, and parents are to cheer for the opponents; not against them.

Please be considerate of the referees. Referees do not care which team wins. Their mistakes are honest ones, and any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority. If there is a true issue, the Coach or Sports Director should be the one to address the referee when the time is appropriate.

Instead, a spectator, parent, or fan at Christian Academy of Carrollton should:

- . Demonstrate good sportsmanship.
- . Respect, cooperate, and respond enthusiastically to cheerleaders.
- . Diplomatically censor fellow spectators who display negative behavior.
- . Respect the property of the school and the authority of school officials.
- . Never heckle, jeer, or distract members of opposing teams.
- . Never criticize the athletes, coaches or referees for the loss of a competition.
- . Refrain from second-guessing.
- . Attend as many games as possible.
- . Do everything possible to make the athletic experience positive for CAC student athletes.
- . View the game with team goals in mind.
- . Attempt to relieve competitive pressure, not increase it.
- . Release student athletes to the coach and team.
- . Look upon opponents as friends involved in the same experience.
- . Accept the judgment of the officials and coaches; remain in control.
- . Demonstrate winning and losing with dignity.
- . Dignify mistakes made by athletes who are giving their best effort and concentration.
- . Be an encourager – encourage athletes to keep their perspective in both victory and defeat.

DRESS CODE

Also, see the CAC Student/Parent Handbook.

Standard Uniforms:

- . Every student athlete will be given a uniform for the season, which generally consists of a shirt and shorts. Occasionally, uniforms are shirts only, and coaches will specify what students must wear for "bottoms". (Sports bags are available for high school students.)

- Uniforms must be handed back to the coach or Sports Director after each sport has ended it's season. Report cards will not be given out at the end of the year, if the uniform and bag have not been returned to CAC.

General Requirements:

- Students are to look neat and clean at all times when representing CAC.
- Shorts/pants must fall at the natural waistline and not be tight or revealing.
- Undergarments other than a white t-shirt may not be visible and are not acceptable as outer garments in any athletic facility.
- Athletes must adhere to CAC's facial hair and hairstyle policies.
- Jewelry is not to be worn during practices or games.

Practices:

- Students must wear loose fitting t-shirts and loose fitting athletic-style shorts that are no shorter than two inches above the knee.
- Spandex or compression shorts are acceptable under loose-fitting shorts.
- Boys should wear shirts at all times.
- No tank tops allowed for boys or girls at any sports events or practices.

Game Day:

- If there is a game/meet on a chapel day, the students must wear their chapel uniform and shoes until noon. In the afternoon team members are allowed to wear their spirit shirt with dress "bottoms" (pants/skirts).
- Students traveling to and from away games or arriving for home games should wear uniforms, team warm-us, or team shirts. Teams should look unified by wearing the same items, which shall be left to the discretion of the coach.

ELIGIBILITY

Because participation in extra-curricular activities is viewed as a privilege, participants are required to meet the standard for specific areas.

Academic Eligibility:

A student who wishes to participate in sports programs at CAC must not have a "D" or below average in any subject during the sports season in which he/she may be playing. The school's Sports Director will monitor student-athlete grades weekly, and make coaches aware when a student is placed on academic warning. Students whose grades are a "D" or below will be placed on academic warning and will not be allowed to participate in games and/or practices, will have their grades monitored, and will be allowed to return to the team when grades sufficiently meet the grade requirement. Repeat offenders will be evaluated for further academic probation, which would require that the student not participate in any after-school activities, including sports.

Attendance Eligibility:

Students who cannot come to school or who leave school due to illness should not participate in any practices or games held that evening.

Students who habitually do not attend practices or games/meets without sufficient reason risk losing the opportunity to play on or be a part of the team, a choice left to the discretion of the coach.

Behavior Eligibility:

Students who are scheduled to serve a detention will not be allowed to participate in after-school practices that day. If the detention is scheduled to be served during a game, the Principal/Administrator will make decisions on a case-by-case basis.

Students who have been suspended or who are currently serving a behavior probation may not participate in any after-school activities at CAC, including sports. Students who have received team discipline may be required to sit out of practices and/or games for a specified amount of time, which shall be at the discretion of the Athletic Director and Principal/Administrator.

Health Eligibility:

All students must have a sports physical form on file in the school office before participating in practices, or games/meets. This physical, which should clear the student for participation in specific sports, need only be completed once per year unless required otherwise by a doctor.

Any injury resulting in loss of consciousness or an extended loss of time at school or practices/games will require a note from a physician clearing the student-athlete to return without restriction to athletic competition.

EQUIPMENT AND UNIFORMS

Athletic uniforms and sports bags (unless bag has been purchased) are the property of Christian Academy of Carrollton, and must be returned at the end of the season. Students must pay for any lost or damaged equipment or uniforms.

Uniforms should be washed on gentle cycle, and any uniform with lettering must be hung to dry so as not to wear out the screen print.

HAZING/PEER HARASSMENT POLICY

Hazing or peer harassment that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with any team will not be tolerated. All athletes must

be given the opportunity to compete without threat of any type of abuse. Students are encouraged to notify coaches or other school personnel of instances of hazing or harassment. Anyone engaging in these behaviors is subject to dismissal from the team and may face administration disciplinary action.

HOMESCHOOL PARTICIPANTS

Homeschool students which have a Christian lifestyle and have no behavior issues may participate in extra-curricular activities at the Christian Academy of Carrollton. Homeschool students and parents must adhere to the policies in CAC's Student/Parent Handbook and the policies of CAC's Athletic Handbook.

MULTI-SPORT ATHLETES

Coaches at CAC will encourage athletes to participate in multiple sports throughout the year. Students who are a member of a CAC athletic team are strongly encouraged NOT to participate on any other team that is not affiliated with CAC athletics, while that sport is in season. The athlete is not to miss any school team practices or games to attend a non-school team.

OVERNIGHT SPORTS ACTIVITIES

Occasionally, teams may attend tournaments that extend over several days and/or are at a distance that makes it necessary to stay in the area near the tournament location.

The team will be expected to travel together as a group. This is considered a team-building activity. Coaches are responsible for team members whether parents attend the event or not.

Parents attending may reserve their own hotel room and may have their own children or other extended family members room with them. It is a general CAC policy that additional students staying with a non-parent **MUST** be of the same gender. Coaches may have team members of the same gender stay in their rooms. Although, there must be three or more people in each room for safety and appropriateness. Parents are responsible to pay for all lodging and meals, although families may choose to split the cost when applicable.

Coaches or the Sports Director will communicate to parents at the following information regarding the upcoming tournament at least two weeks in advance:

- . Time, place, mode of travel and location of activity
- . Telephone numbers to reach in case of an emergency
- . Arrival time at location and return home time
- . Reminders for background checks
- . Estimated cost

- . When to turn in fees and permission slips
- . Agenda of sports activity
- . Coaches and chaperones attending
- . How to make travel/lodging arrangements

PARKING AND STUDENT PICK-UP

Parents are asked to assist the coaches by arranging for their students to be picked up at the designated time and place after practice or a game. Please be sure to set up after-school-care when applicable if a parent is more than fifteen minutes late picking up a student after practice. Also, school staff may place a student in after-school-care if he/she has no adult supervision before a practice begins.

If dropping a student off before a game, please do not leave the student until you are aware that he/she is under the supervision of a CAC coach.

Please park in the appropriate parking places; not blocking any doorways or other cars in the lot. Christian Academy of Carrollton is not responsible for damaged vehicles during athletic competitions.

PHYSICIAN'S NOTE/INCIDENT REPORT

Any student receiving physician's care for an injury or illness which results in loss of time from school or athletic competition must provide a note from a physician clearing him/her to return without restriction to athletic competition.

Any student who suffers a loss of consciousness during a practice or contest may not resume athletic participation until receiving written clearance from a physician. The coach must complete an injury report and turn it in to the school office within two days of any incident.

PLAYING TIME

Coaches have primary discretion over determining athletes' playing time, which may be impacted by player preparation, experience, talent, safety, and game. Athletes are not guaranteed playing time every game/meet. However, coaches will provide every team member playing time throughout the season. All student-athletes will have the opportunity to develop their skills in practices and to contribute to the team as directed by the coach.

We encourage parents to communicate with coaches if they are concerned that their child is not being developed in a balanced manner over the course of the season versus within a single game.

QUITTING A TEAM

If an athlete decides to quit a team, the coach will arrange a meeting with the player and his/her parents to discuss the matter. An athlete who quits a team generally is not allowed to practice, play, or participate with any CAC team during that specific season.

RETRIBUTION

CAC'S Sports Director and coaches are committed to ensuring there shall be no retribution, in any form, against any student-athlete for raising an issue or concern. If at any time, a student-athlete or parent suspects that some form of retribution surfaces as a result of voicing a concern or opinion, he/she should contact the school's Sports Director immediately.

SCHEDULES

The Sports Director will be the ultimate authority in scheduling, postponing, or cancelling practices or games, though coaches may have some input. Coaches will communicate with parents regarding practice and game dates and times.

Parents and fans should look for the current practice and game/meet calendar on the CAC website (www.christianacademyofcarrollton.org). This calendar changes often, so it is important to look at this calendar frequently.

Practices and games will not be scheduled for Wednesdays or Sundays to allow families to attend church.

CAC occasionally offers exciting summer camps for specific sports teams. These camps/clinics are conducted by trained coaches and are designed to teach the basic fundamentals of the sport, while providing a platform to disciple students. The Sports Director or coaches will provide information regarding dates/times and cost.

SPORTS PHYSICALS

All students must have a sports physical form on file in the school office before participating in practices or games/meets. This physical, which should clear the student for participation in specific sports, need only be completed once per year unless required otherwise by a doctor. The form will be in the application packet

for students in the upper grades and high school. Please ask for this form, if you do not receive it in your packet.

SUPERVISION OF STUDENT ATHLETES IN GYM

Students will not be permitted in the gym without an assigned coach, Sports Director or teacher supervision. Students found in the gym unattended will be asked to leave until the supervising coach or teacher arrives; they may be subject to disciplinary action.

The Sports Director, coaches and teachers must make sure students or spectators are not misusing any part of the gym facility. The following rules must be adhered to by all using the gym facility:

- a. No one is allowed on the stage, on the goals, in kitchen and beyond the doors to the back hallways. (Exception is teacher or coach getting balls and parents helping with concession stands or cleaning.)
- b. No dunking on goals, sitting on goal base or trying to change the length or setting of the goal in any way.
- c. The restrooms in back are reserved for programs and for either CAC team or other team to use as a locker room on game night.
- d. Children are not allowed to kick the door open with their feet or run into the door to knock it open.
- e. Balls should not be randomly thrown hitting the walls, score boards, kitchen, etc. Basketballs, volleyballs, and other soft items may be used in gym. Frisbees, golf balls, tennis balls or other throwing objects should not be in gym.
- f. No one is allowed to run on bleachers or walk on them except to find a place to sit.
- g. No roller skates, roller blades, skateboards, or any kind of shoe that will scratch or mar the floor are permitted.
- h. Floors should be swept, if students made a mess with mud on their shoes or any other mess that would need to be cleaned up after using the gym.

When leaving the facility the teacher, coach or Sports Director must make sure to check the following each time:

- a. All restrooms (locker rooms & big restrooms) have the potties flushed and lights out.
- b. Lights are out on stage, in hallways, restrooms, locker rooms, kitchen and gym area. Also, turn the flood light out (the switch is on right side of front doorway).
- c. Garbage is taken out, if needed. Lids are placed on garbage containers.
- d. Both doors in the back (small latch slanted outward) are locked, and all other doors are pulled shut showing the latch on the inside making the door locked. Lock the front door with a key.

TEAM PHOTOGRAPHS/PICTURES

The school office or Sports Director will schedule team and player photographs at various times throughout the school year after the team has been chosen and the uniforms issued. These pictures may be used for the sports program, yearbook school newspaper, and/or media. The school office or Sports Director will inform coaches, athletes, and parents of the process to purchase photo packages of the team and players. Parents and students must sign a form within two weeks stating they have read and will adhere to policies and rules in CAC's Athletic Handbook before being allowed to participate in any game or continuing practicing with the team.

TEAM TRYOUTS

Athletics exist at different levels at Christian Academy of Carrollton, including elementary teams, middle school teams, junior varsity teams and varsity teams. As a student moves through the middle and high school the requirements for "making the team" become more stringent with each new level. Each year a student must try out and meet a standard of competitive skill level in order to be selected for the team. A student is not guaranteed a place on the team because it is his/her senior year.

Coaches will give every student trying out for a team every opportunity to demonstrate ability and skill level. Student-athletes will be evaluated year-round as well as during tryouts. Sports-specific skills, dependability, effort, and team leadership are also part of a coach's evaluation. At the conclusion of this process, the coach might have to make final cuts that may be hard for a student to accept. This is one of the hardest tasks that a coach must do, and it must be done in fairness and in kindness. Remember, if you see an interpersonal conflict coming, enlist the counsel of the Athletic Director before it arrives.

Sometimes during a sports season, players may shift teams because of their increasing skill level or due to the grades or skill levels of opposing teams for upcoming games. If a student is asked to move up to a higher team level for a specific game, he/she may or may not have play time during that game and his/her movement may/may not be permanent.

TRANSPORTATION

Parents are responsible for arranging transportation for their student-athlete to and from all practices and games and for all travel expenses involved, including meals.

If a coach, Sports Director or representative of CAC transports any athlete besides their own child, then they must have written permission from the parent/legal guardian of each athlete transported. Students may not transport themselves or passengers to off-campus, school-sponsored activities. Should parents choose to have their child ride with another CAC family to or from sports activities, both sets of parents must provide written permission to the coach ahead of time.

As a condition for driving any vehicle on school business (including your personal vehicle), drivers must give Christian Academy of Carrollton authorization to conduct a BMV check and provide all necessary information for the check, which includes current driver's license and proof of current auto insurance. You may obtain a background/BMV check form from the school office.

WEATHER CHANGE POLICY

If a game or practice is questionable due to weather issues, a change will be emailed or texted to parents by coaches or school staff as soon as a decision has been made.

POLICIES REGARDING COACHES

Awards Ceremony

The Athletic Director will set up the date/time for the athletic awards ceremony at the end of each school year. He will meet with all coaches ahead of time to discuss specific awards and products to be purchased for the awards. All coaches are expected to attend and participate in the awards ceremony.

Eligibility for Coaching Position

Christian Academy of Carrollton requires that its coaches:

- Acknowledge Christ as personal Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be in whole-hearted agreement with and support the school's Statement of Faith and Christian philosophy of education.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions towards others.
- Evidence the Fruit of the Spirit in dealing with people.
- Actively participate as a member in good standing in a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.

- Share the Christian faith with others.
- Have a Christ-centered home.

Coaching positions at CAC are currently on a volunteer basis. All coaches must sign a job description, Lifestyle Agreement, and Confidentiality Agreement annually. A coach must have a cleared background/BMV check on file in the CAC office before volunteering; these checks will last five years.

Dress Code

Coaches should dress in a professional manner with proper coaching attire, including coaching shirts, dress pants, and proper shoes (no sandals, flip flops). Athletic attire is appropriate as long as it is modest and preferably school colors (purple, white and gold) or school-sanctioned Eagle's Spirit Wear. (Nothing tight fitting, low cut, too short or inappropriate for the sport)

Emergency/Injury Situations

Injured athletes may be tended to by the coach if it is a normal first aid procedure. If the injury appears more serious, refer the athlete to the Athletic Director. In the absence of the Athletic Director, please contact the student-athlete's parents. The parents have primary responsibility for the medical treatment of their child. Coaches must fill out an accident/incident report and give the report to the school office within two days.

Fundraising

Sports teams may fundraise for various (for example, to purchase new uniforms or to purchase additional t-shirts, etc.). All fundraisers must be approved by the Athletic Director and must go through the school's business administration office.

Purchasing

All athletic purchases must go through the Sports Director. This includes, but is not limited to, equipment, clothing/uniforms and their designs, awards, etc. The Athletic Director will request purchases through the Principal/Administrator.

Monitoring of Student Eligibility

Coaches shall refer all prospective students or parents to the school office for an appointment.

Coaches must ensure that all team members have completed sports physical forms on file in the school office before participating in try-outs, practices, and/or games.

Coaches must monitor all students on academic or behavioral warning or probation. The guidance counselor or Sports Director will provide this information weekly to coaches, but it is the coach's responsibility to enforce the probation.

Season and Practice Guidelines

Coaches should cover practice expectations in a pre-season meeting and/or informational letter.

Coaches shall commit to having devotions and prayer often during practices and before games (when appropriate). Coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques.

During the week, sports teams must share the gymnasium but no team may practice after 7:00 p.m. There should be no Wednesday practices to allow families to attend church that evening. Saturday practices are acceptable; however, they should be an exception rather than a rule. There is to be no school-sponsored activity, program, or event on Sundays.

All off-season activities must be scheduled and approved by the Athletic Director, including summer practice or sports camps.

Scheduling

It is the ultimate responsibility of the Athletic Director to set-up and/or change all practices and games/meets. If you are of any teams that might like to play our school's teams, please provide the Athletic Director with the contact information.

Please be sure to communicate your practice schedule at the beginning of each season not only to your parents but also to the Athletic Director for the Sports for the Sports Calendar. Please, also, make both the parents and the Athletic Director aware of any changes to that calendar as quickly as possible.

Supervision of Student-Athletes

Parents have a responsibility to pick up students in a timely manner. Students should not be on campus after school unless their practices are immediately after school or they are in afterschool-care.

Coaches will instruct students not to enter the gym when unsupervised. If a coach is going to be late for practice, he/she must arrange adequate adult supervision until his/her arrival. Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

Coaches are responsible for the athletes until every athlete is picked up. Coaches may not leave an athlete unsupervised (no matter the age) following a practice or Competition, and coaches must never be alone with just one athlete while waiting for him/her to be picked up. A coach must be the second to the last parent to stay with him/her until the last athlete has been picked up in order to avoid being alone with an athlete.

Team Photographs/Pictures

The Sports Director or school office staff will make you aware of dates/times for team photographs. If at all possible, please try to be present for photographs.

Team Rules/School Rules

Coaches will be responsible for establishing team rules. These pre-approved rules must be communicated to the team at the beginning of the season. The team rules would include, but would not be limited to, practice attendance, tardiness to practice or games, and/or care of uniforms/equipment. The Athletic Sports Handbook applies to all students and all sports, and will be followed. Parents and students must sign a form within two weeks that they have received, read, and will adhere to policies and rules in the CAC Athletics Handbook before being allowed to participate in any game or to continue in practices.

Transportation

If a coach, athletic director, or representative of CAC transports any athlete besides their own child, they must have written permission from the parent/legal guardian of each athlete transported. We strongly suggest that coaches do not use their personal vehicles for student transport, as personal insurance is exposed.

As a condition for driving any vehicle on school business (including your personal Vehicle), drivers must give Christian Academy of Carrollton authorization to conduct a BMV check and provide all necessary information for the check, which includes proof of current auto insurance. You may obtain a background/BMV check form from the school office.

Should team members ride together, all passengers must wear seatbelts and remain seated. Luggage and equipment must be free of the doors and not blocking any walking spaces. Students may only watch G- or PG-rated movies. Coaches should be very judicious in the selection of a movie to ensure it is commensurate with our school's mission. Music played should be preferably Christian in nature, as well as free from profanity, violence, or suggestive lyrics.

Uniforms/Equipment

All sports apparel, which uniforms as well as team t-shirts or other articles of clothing, shall have their design and purchase approved by the Sports Director.

Use of Athletic Facilities

CAC athletics is considered the primary user of the gym. All requests for use of the gym are to be submitted to the Sports Director for approval. The in-season sport has priority for the use of the athletic facilities.

Facilities are not available for personal camps, community camps, community leagues, summer leagues, etc. with out approval of the Administrator. Coaches do not have authorization to schedule, rent, loan, or otherwise provide CAC facilities to others or to allow former athletes or anyone else to use our facility for profit without the consent of the Principal/Administrator. Any facility rental/usage must gain approval by the Principal/Administrator.

Students are not permitted to use any facility without direct supervision from a school employee and permission from the Sports Director or Principal/Administrator.

All facilities should be left as you found them and secured upon departure. Coaches must lock the gym(front and back); make sure all lights in every restroom, the kitchen and stage is turned off, if they are the last team scheduled that evening.

Music at all CAC athletic practices and events must be Christ-honoring and Sports Director-Approved.