

2016-
2017



Student- Athlete Handbook

"For God did not give us a spirit of timidity, but a spirit of power, of love, and of self-discipline."

II Timothy 1:7



Carlisle Christian Academy Athletics

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Welcome to the Carlisle Christian Academy Crusaders Athletic Department. We are excited about the season ahead and the prospect for success at every level of our program. Your son or daughter's success is very important to us. It is our desire that students be given every opportunity to shine for Christ, for their family, for themselves, and for Carlisle Christian Academy. We have an excellent group of coaches who will direct our teams this year. CCA offers the following sports at the following grade levels:

Fall Sports:

Volleyball – Varsity Girls.....Grades 5-12
Soccer – MS/HS Coed.....Grades 5-12

Winter Sports:

Basketball – Varsity Boys.....Grades 9-12
Basketball – Varsity Girls.....Grades 9-12
Basketball – Middle School Boys.....Grades 5-8
Basketball – Middle School Girls.....Grades 5-8
Pep Squad.....Grades 3-5

Spring Sports:

Running Club.....Grades 5-12

Philosophy of Athletics

Athletics can be an important part of a student's school experience. Many lessons are learned which assist in the development of character and values. Through participation, student-athletes are challenged to grow and develop in numerous ways. The athletic program at CCA is designed to complement our commitment to academics and Christian values.

The success of our program must be measured by the quality of the young people that we produce and not just our win-loss record. Every team that plays, plays to win; however, winning is not our primary goal. It is important that our student athletes represent Christ on and off the court, field, and/or track.

The support and encouragement of each parent is essential for a successful athletic program. Parents are therefore expected to set a proper example for their children and others in supporting our teams and the purpose of athletics at CCA. Every spectator has a responsibility to demonstrate respect for coaches, participants, officials, administrators, and other spectators. Due to the competitiveness of our athletic program and the uniqueness of each player, there will be times when open and honest communication is needed to understand and support your student or his/her coach. Please communicate with the coach about anything you do not understand. The Athletic department will keep parents up to date through various communication tools. Because of the intensity of athletics, a great responsibility is given to ALL athletes to demonstrate and portray respect and high character.

The information which follows should be read carefully and be agreed to by both the parents and student before the season begins.

Minimum Team Participant Policy

In order for Carlisle Christian Academy to provide an opportunity for a competitive and safe team experience for its student-athletes, a team must contain at least 2 more participant than the minimum requirement for playing the sport. Therefore, the minimum number of participants for each team are as follows:

- Varsity Girls Volleyball – No less than 8 participants
- Varsity Coed Soccer – No less than 10 participants
- Middle School Basketball – No less than 7 participants
- Varsity Basketball – No less than 7 participants

Special consideration for fielding a specific team can be given at the discretion of the Athletic Director, Business Administrator, and/or School Board.

Team Commitment Policies

The following rules apply to ALL sports and clubs:

- a. All Rules and Regulations stated in the School Handbook will also apply to any school sponsored activity.
- b. Student athletes are expected to be **on time** to every practice and game. They are to be dressed properly for games and practice. We want our athletes to “dress for success”. For games, this means the proper uniform worn appropriately. At practice, coaches shall ensure that appearance is to be above reproach- no midriff, cleavage or underwear showing.
 - a. *Practices to be held on Saturdays or during holiday breaks must be cleared by the Athletic Director, with the understanding that if a parent contacts the coach prior to the practice for a family event, the athlete is excused from practice.
- c. Students who try-out for and make a sport’s team should realize they have entered into an agreement in which others depend on them. Once a student is part of a team, he/she will be responsible to attend all practices, competitions, and other events unique to their sport or season. Each student athlete will sign a contract prior to the season outlining their responsibilities. Failure to fulfill the terms of the contract can result in removal from the team or other consequences at the coach’s and/or Athletic Director’s discretion.
- d. Proper attire as specified by the school will be worn to and from games unless stated otherwise by a coach or administrator. As a general rule students are expected to wear their school uniforms on game days. Exceptions will be made if a team’s coaching staff agrees upon alternate attire i.e. team sweat suits, however these are NOT to be worn during the regular school day in lieu of a school uniform.
- e. Game officials are always considered representatives of authority. The same respect expected toward other authority figures is also expected from athletes, parents, and coaches during the game. Any show of disrespect can result in removal from the game or suspension from the team. This includes technical or flagrant fouls or excessive obscene language.
- f. In order for a student to participate in practices or a game, he/she must attend school in accordance with the following policies as stated in the Parent and Student Handbook.
 - b. Students who are absent from school or cut classes may not participate in extracurricular activities during that day.
 - c. Students arriving after 10:28am will be ineligible to participate in athletics for the day. Please refer to the CCA Student Handbook for attendance requirements:
 - 6.5 Attendance Requirement for Extracurricular Activities: To play or perform in any extracurricular school event, a student must report to school no later than 9:30 AM

(or be present for a full five (5) periods). Exceptions may be made by the Administration.

- d. Students who are absent from school due to illness in excess of 10 days per semester will be required to have a letter from their physician explaining their absences.
- e. Returning late from away games will not result in an excused absence the next school day. Student athletes are expected to be in regular attendance the day following the athletic competition. The athletic department will deal with lack of compliance or any exception.
- g. Uniforms are the property of the school and are not to be worn outside of games unless authorized by the coach.
- f. 11. Each athlete and his/her parent or legal guardian must read the Student Athlete Handbook and sign an agreement that they will abide by the Handbook's contents. Also, each parent and athlete must sign and abide by the Student Athlete Contract, the medical release form and the physical form. These signed documents must be on file prior to an athlete being able to participate in a sport at CCA.

Facilities

1. Our facilities are designed for safe use by our students and visiting teams. An athlete should make every effort to keep the facilities neat and clean. Locker room areas, buses and practice areas should be kept free of clutter and litter.
2. Inappropriate activity which could result in injury to individuals or damage to equipment or property will not be tolerated. Student Athlete behavior should reflect this attitude; this includes guest schools' facilities and overnight accommodations.
3. Teams are responsible for cleaning up the facility used (gymnasium, soccer field, locker room, etc.) after all practices and games. All trash, and personal items must be picked up and the facility restored to its original setup.

Uniforms and Equipment

1. Your coach or Athletic Director will issue you a uniform at the beginning of the season. This uniform is your responsibility. It is to be clean when you arrive for a game. The proper uniforms include athletic shoes/socks (unless otherwise informed, parents are responsible for providing these) and the appropriate school provided uniform. If you do not have the appropriate uniform, you will not be permitted to participate.
2. Lost or damaged uniforms (except normal wear and tear) must be paid for at the full cost of replacement by the end of the season. Please follow special-care labels in laundering of all uniforms.

3. Treat all school equipment with care. Put all equipment in proper storage area after practice. It is here for your use. When it is lost or destroyed, it will then not be there for others to use. If you are found responsible for lost or destroyed equipment due to recklessness, you will be responsible for cost of replacement.

4. Students are not allowed to get equipment without the permission of their coach or the Athletic Director. School equipment is for use only in practices and games. School equipment may not be taken home or used for unauthorized "student games".

Medical Information and Injury Procedures

1. A current physical examination will be required for any student before he/she can participate in sports at CCA. A record of that physical must be on file with the athletic director. It is the responsibility of the parent and student to see that these completed forms are returned to the office. Participation includes tryouts, practices and games. Physicals are valid for one year.

2. Report any injuries to your coach as soon as you are aware of them. Serious injury can be avoided if appropriate actions and/or treatment is taken. The sooner you seek help for the injury, the sooner you will be back at 100% and contributing to the success of your team. Coaches will complete an Accident Report form and turn it in to the office to be filed.

3. Medical Authorization forms will be kept in the office at all times. Coaches traveling out of town for athletic contests are to take a copy of these with them and must have them in their possession at all times, as well as a medical kit.

4. CCA possesses both on-site medical kits as well as an Automated External Defibrillator (AED) located in the gymnasium, in case of emergencies.

5. CCA does not have athletic trainers or medical professionals on staff. In the event that an injury occurs, appropriate medical attention will be provided and/or called for at the discretion of the coaching staff present at the time of the injury. Following an injury, a student-athlete will not be permitted to participate in practices or games without a medical release form provided by a medical practitioner. Coaches at CCA will be required to complete CPR, AED, and Concussion Symptom training prior to the beginning of their respective season. In the event that a coach or school representative feels that they must provide medical attention, Good Samaritan laws take effect.

Try-Out and Playing Eligibility

These requirements are our minimum requirements and the Administration of CCA reserves the right to review individual student's scholastic performance. The high school grading scale is used for eligibility purposes, per the NCAA. Eligibility is determined on the last school day of each week:

1. To be eligible to try-out or play any sport at CCA-from Section 4 of the Student Handbok:

4.2 Eligibility for Extracurricular Activities: In order to participate in extracurricular activities, a 2.0 grade point average must be maintained. This grade point average is computed on Fridays. The Administrator and Athletic Department may revoke eligibility status for a student who is not being effective academically at any given time. Eligibility may also be revoked for discipline issues at the discretion of the Administrator. If a student is ineligible for an extended period of time, they will be excluded.

Academic suspension or reinstatement will be enacted on the day grades are posted.

3. Proper conduct and behavior is expected of all students at CCA. Athletes must: play to the best of their ability; respect officials and accept their decisions without question; and win without boasting and lose without excuses. Failure to meet these expectations can result in suspension or ineligibility.

4. Each student is expected to complete all homework as assigned by his/her teacher regardless of the game being at home or away. If the team leaves before the end of the regular school day, it is the student's responsibility to obtain all assignments for each class missed prior to leaving school. They are to complete the assignments as required by their teachers. Athletic contests are not an excuse for late work.

5. Being part of a team or squad involves commitment to practice. The absence of any team member places a greater burden on those at practice and dilutes the effectiveness of the team during a game. Participants are required to attend all regularly scheduled practices and remain for the duration of the practice as required by the coach. An unexcused absence from a practice may result in disciplinary action by the coach. The display of sportsmanship is extremely important. The poor behavior of one member can detract from the entire group. Displays of poor sportsmanship or behavior will be disciplined immediately. Repeated poor attitude or behavior will result in the removal of the member from the team/squad.

6. A student may participate in interscholastic competition until reaching the age of 19 years 9 months. Upon reaching the age of 19 years 9 months, the student shall be ineligible for further participation in interscholastic competition. Additionally, a student may not participate in athletics if the student turns 19 prior to August 31 of the current school year.

7. Upon entering the ninth grade, a student shall have four years to complete his/her eligibility in interscholastic competition, regardless of when the student began to participate in varsity level sports. A

5th year of eligibility may be granted in extreme or extenuating circumstances at the discretion and/or approval of school administration and the athletic director.

8. Each athlete must be a full-time student in regular attendance at CCA in order to participate in the athletic program. Home-schooled students who desire to participate in athletics at CCA may do so if they meet the following requirements:

- a. Meets CCA eligibility requirements.
- b. Fees paid in full for each sport.
- c. Family must purchase or show evidence of health insurance.
- d. Current Medical Examination Form on File

9. A player who quits or is removed for any reason from an athletic team may not join another team without being reviewed by a panel consisting of the Administrator, coaching staff, and the Athletic Director.

Student Participation Fees

There is a tremendous cost to operate an athletic program that is committed to excellence. All Athletic Fees are School Board appropriated and based on anticipated costs for the upcoming year. All fees are billed through the FACTS billing system.

CCA Fees for the 2015-2016 Academic Year are as follows:

1. Athletic Administrative Fee – Billed to all CCA student-athlete families to offset general athletic department operational costs - \$35.00
Homeschoolers operational costs- \$50.00
2. Participation Fee – Billed to student athletes on each individual team to offset sport-specific costs:
 - Varsity Coed Soccer - \$125.00 per player
 - Varsity Girls Volleyball - \$125.00 per player
 - Varsity Basketball - \$125.00 per player
 - Middle School Basketball - \$100.00 per player
 - Pep Squad – Cost of Pep Squad T-Shirt
 - Running Club – \$25.00/participant plus the cost of registering for each individual event.

As there is a cost associated per player for each individual sport, student-athletes who play on multiple teams in one season (i.e. a student-athlete plays on both middle school and varsity basketball teams) are required to pay the full participation fee for both teams.

Please visit the CCA Athletic Forms webpage for fee information regarding Homeschool families.

Transportation

1) *Per the CCA Student Handbook:*

Transportation is scheduled with approved providers by the school office. The drivers of these buses will have their CDL license and be between the ages of 21 and 75. Private drivers hired by CCA who are between 66 and 75 will have a Brotherhood Mutual Physician's Statement on file*, indicating that a physician has cleared them for driving a bus. The driver will be accompanied by a staff person or coach who has the necessary clearances on file.

2) Use of Personal Vehicles: In the event that the personal vehicle of a parent/coach/teacher is used by CCA for transporting students who are not the driver's immediate family members, the driver will:

1. Be between the ages of 21 and 65
2. Agree not to be alone with a student who is not his/her child
3. Understand that his/her insurance is now primary
4. Have the following records on file in the school office:
 - a. Copy of driver's license
 - b. Child Abuse Clearance and Criminal Background Check
 - PA Act 34 Background Check (\$10, paid by Parent/Coach/Teacher)-
[http://www.portal.state.pa.us/portal/server.pt/community/background_checks_\(act_114\)/7493/act_34_background_checks/601379](http://www.portal.state.pa.us/portal/server.pt/community/background_checks_(act_114)/7493/act_34_background_checks/601379)
 - PA Act 151 Child Abuse Clearance (\$10, paid by Parent/Coach/Teacher)-
http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf
 - c. Ministry Driver Screening Form (page 2)
 - <http://www.brotherhoodmutual.com/www/?linkservid=A1CD7082-B02D-4530-AC0E352B12F8FDEB&showMeta=2&ext=.pdf>

When personal vehicles are used, Carlisle Christian Academy will ensure that:

1. Proper paperwork for the driver is in the office
 2. Student permission slips indicate that a personal vehicle is being utilized and who is driving
 3. Maps are provided to all locations so that the driver is not "blindly following" other cars
2. Team members may not travel to or from any out of town contest with other students. Students are not allowed to drive their own vehicles to out of town games.
3. If/When stopping to eat, proper behavior will be expected. Any cost associated with dinner will be the responsibility of the student.
4. Buses must be left clean after each use by the class or sports group using them. All trash will be removed from under the seats and in the aisle and disposed of properly. The bus should be swept if needed and windows should be closed.

Playing Time

Success is not synonymous with playing time. Success is contributing to the team's benefit by using the abilities each one possesses. The lessons learned as members of athletic teams are valuable and can be carried over into everyday life situations. Every eligible student has the opportunity to try out for a team, but not everyone will always make the team.

Those athletes who make a team will be given every opportunity to demonstrate their skill and prove their ability to their coaches and thus increase their chances of playing a significant amount of time. Athletes have the opportunity to improve their skill level and thus increase their chance to play through their own efforts in addition to team practice.

It is assumed that parents will instruct and prepare their child for participation in a competitive athletic program at CCA. Please remember that we are preparing students for life and the competition that will be encountered in the world after graduation from high school. Therefore, it is the policy of CCA athletics that in regard to playing time, the decisions of the respective coaching staff is considered absolute and will not be discussed except at the discretion of coaches.

Middle School Guidelines

The Middle School teams will continue to develop fundamental skills to prepare athletes for varsity level competition. More emphasis will be placed on developing a winning attitude. Eligible athletes in grades 5-8 will be allowed to compete on Middle School teams. In special situations, 7th and 8th grade athletes may be included on a Varsity squad after approval by the Athletic Director, parent(s) and the coach. Likewise, in certain situations, a 9th grader may play on a Middle School team. The same approval is warranted.

When an athlete gets to the Varsity level, the competition to make the team becomes more intense. The qualities that coaches are looking for include ability, potential, teamwork and keeping a positive attitude. Being a "team player" and using your skills to help the team is very important.

Each athlete must be self-disciplined when it comes to fulfilling academic requirements as well as being better physically prepared now that he/she is in high school. Because of the number of athletes trying out for each team, he/she must work hard to earn a spot on the team. Each athlete will be given the opportunity to make the team.

As with the other teams, it is expected that Middle School athletes will attend all practices and games. Guidelines from the Playing Eligibility section are to be followed. The amount of playing time each athlete earns is based more on how he/she is able to contribute to the success of the team, which would include his/her ability and skill. At this level, athletes are not guaranteed to play in each game; however, coaches are encouraged to play as many athletes as the game allows.

We put great value on good sportsmanship. Good sportsmanship displayed by our athletes can help us have a good rapport with other teams we compete against. Middle School athletes at CCA are expected to show good sportsmanship no matter the outcome of the score.

Varsity Guidelines

The Varsity Team represents the most skilled high school athletes in each sport at CCA. There will be a try-out period for each varsity sport. Try-outs are open to all students in grades 9-12 who meet all academic requirements. After approval of the previously mentioned panel, 6th, 7th and 8th graders may be allowed to participate in varsity sports.

The primary criteria in selecting a varsity team are based on the athlete's skill and attitude. An athlete's grade level is secondary to skill in selecting the varsity team; therefore, there may be times when a younger athlete will be selected over an upperclassman. Varsity athletes are expected to be good examples to younger players in their classroom behavior, their attitudes on the playing field and in their ethics based leadership.

Being a Varsity athlete requires an extra time commitment that many extend into the off season. A varsity athlete must realize that his/her individual skill is developed during the off season. Playing time will be determined almost exclusively on the athlete's skill level. An athlete's attitude and actions may also affect playing time as the coach seeks to achieve the main objectives.

Coach Expectations

The coaching staff at Carlisle Christian Academy is comprised solely of volunteers. With that said, careful consideration is taken to ensure that coaching volunteers are qualified as both an instructor of their respective sport, as well as a Christian mentor for youth. With respect to this, CCA coaches are required to submit and/or provide evidence of the following:

1. Act 34 Background Check
2. Act 151 Child Abuse Clearance
3. FBI Fingerprint Clearance (If lived in PA 10+ years, only a FBI Waiver is needed)
4. Mandated Reporter Training
5. Ministry Driver Screening Form/Copy of Car Insurance
6. Core knowledge of the fundamentals of their sport (through the interview process)
7. Written testimony of their faith and personal relationship with Jesus Christ
8. NFHS Training Certificate for the Recognition of Concussion Symptoms
9. First Aid/CPR/AED Certificate (at least one coach on staff per team)

Parental Involvement

Parents are an important part of the success of any athletic program. Your support and assistance will be needed during the year. Parents may be asked to drive (please see Transportation Guidelines for

details) to or from games, work in the concession area, and support in fundraising. Your cooperative and enthusiastic support will help our school and be a source of encouragement to your student and the Athletic Department.

Parent/Coach Communication Guide

Both parents and coaches have extremely difficult jobs. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. Evaluation of skills and the athletic contribution to the team are the responsibility of the coach. With respect to the evaluation process, input from parents will not influence coach decision making in this regard; however, as the parent you have a right to understand what expectations are placed on your student when they are involved in our athletic program. Varsity athletes will be encouraged to attend at least one summer camp of the sport in which they compete.

Appropriate Communication from the Coach

1. General philosophy of the coach.
2. Expectations the coach has for your child, as well as all the players on the team.
3. Locations and times of all practices and contests.
4. Team requirements, such as fees, special equipment and off-season conditioning.
5. Procedure should your child be injured during participation.
6. Discipline that will result in the denial of your child's participation.
7. Disposition of lost/outstanding equipment at the end of a season.

Appropriate Communication from the Parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

Your child's involvement in the athletic program at CCA can be a rewarding experience. It is also important to understand that there may be times when things do not go the way you or your child wishes. At these times, a discussion with the coach is highly encouraged.

Appropriate Concerns to Discuss with the Coach

1. The treatment of your child, mentally, physically, and emotionally.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are not expected nor are they permitted to discuss student athletes other than your own. It is not appropriate to attempt to engage a coach in a conversation regarding a student athlete other than your own.

Direct Authority of the Coach

1. Playing time.
2. Team strategy.
3. Play calling.

There are situations that may require a conference between the coach and parents. It is important that both parties involved have a clear understanding of the other's positions. Please do not attempt to confront a coach before or after a contest or practice. Call or email the Coach at an appropriate time and make an appointment.

It is important to remember that participation in interscholastic athletics is a privilege. The student athletes must exhibit certain scholastic behavior and attitude, as well as athletic skill and Christian character, in order to represent CCA. Dealing with issues of playing time, teamwork, winning and losing are opportunities to reinforce the precepts of sportsmanship. We welcome parental support in striving to improve the Carlisle Christian Academy athletic experience.

Carlisle Christian Academy Student Athlete Handbook Agreement

All athletes must have this signed and returned to the office before participating in athletics at CCA.

STUDENT ATHLETES:

I have read the 2016-2017 Student Athlete Handbook.

I commit to cooperation and philosophical support of its content as well as to adhere to the policies, standards, and guidelines as detailed in this handbook.

Student's Name (Please print)	Grade
Student's Signature	Date

PARENT/GUARDIAN:

I have read the 2016-2017 Student Athlete Handbook.

I agree to partner with the coaches, faculty, and administration in upholding the rules and procedures outlined.

I understand that these rules will be enforced in a fair and consistent manner.

I understand that if I have concerns about my child, I need to contact the coach at the appropriate time.

I also understand that if issues do not seem to be resolved, I then need to contact the Athletic Director with my concerns.

Parent/Guardian's Name (Please print)	Date
Parent's Signature	