

# **Christian Life Academy**



## **Athletic Department Parent Student Handbook**



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## **Introduction**

This handbook was written for the student-athletes and their parents at Christian Life Academy in order that athletes and their parents may be better informed of the rules, policies, and procedures of the Athletic Department of Christian Life Academy.

Regardless of how complete a handbook may be, it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of the Christian Life Academy Athletic Department; therefore, changes can be made at the discretion of the administration.

Participating as a student-athlete at Christian Life Academy distinguishes you as an individual with exceptional opportunities. Athletics will offer to you many worthwhile experiences and associations, which non-participants will not have. Interscholastic athletics can be a fun, rewarding, and memorable part of the high school experience. While academics offer the primary source for formal education, athletics can contribute to the total value of that education in many different ways. Building upon the concepts of teamwork, fair play, sportsmanship, and self-esteem, athletics can help to provide for a well-rounded educational experience. Athletic participation is a privilege and not a right. To those who strive to succeed in the classroom comes the privilege to compete outside of it.

The interscholastic (high school) sport experience is much different than the recreational sport experience. Whereas recreational sport philosophy stresses equal participation by all, at the interscholastic level playing time is earned and not guaranteed. Student-athletes earn playing time through good work ethics in practice, skill development, sportsmanship, and overall team attitude.

## **The Christian Life Academy Athletic Program**

### **Purpose of the Athletic Program**

The purpose of the Athletic Program at Christian Life Academy is to reinforce the school's Mission Statement "Preparing young people academically and spiritually to impact their world for Christ" by functioning in all aspects of the student athlete's experience at Christian Life Academy, meeting three critical needs of today's Christian high school student by:

1. Enabling and encouraging a personal relationship with Jesus Christ.
2. Facilitating and fostering academic development.
3. Creating and continuing a heritage of athletic excellence.

### **Philosophy of the Athletic Program**

It is the philosophy of the Athletic Program that athletic activities are an integral part of a student athlete's growth and maturity and are an important part of a student athlete's education and school experience. While athletics is not a core subject, it is core to the high school experience, therefore it is the intent of the athletic program to work in unison

with the academic side of Christian Life Academy to help prepare a student for their future and positively contribute to the Christian Life Academy Mission Statement, philosophy and goals.

## **Mission**

The athletic programs seek to develop positive sportsmanship, good physical health and school spirit. Christian Life Academy athletes strive to use these areas along with their individual abilities to glorify God at all times.

*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17 (NIV)*

## **Objective**

The athletic program’s objective is to stress, within the program, the values of positive, clean athletic competition for boys and girls; to help establish a value system that stresses their relationship with Christ, each other, and their relationship to themselves as it relates to other areas of priority in their lives.

## **What we believe**

1. That by using our athletic abilities, we will be a living witness for the Lord.
2. Through our words and actions, we will glorify God.
3. That the athletic participation coupled with spiritual and intellectual development creates a complete high school experience.
4. At all times student-athletes should be a Christ like testimony.
5. An individual’s personal conduct must be as a true Christian on and/ or off the playing surfaces.
6. As student- athletes we are called to be positive campus leaders, willing to be servants at all times.
7. Athletics is a “test- kitchen” for life. Athletics at Christian Life provides an outlet for personal development in all aspects of life. As such, athletics along with academics provides an environment for total personal development.
8. We should always promote and represent Christian Life in a positive, Christ-like fashion.
9. The spirit, the will to win and the will to excel are the things that endure. These qualities are so much more important than the events that occur. – Vince Lombardi

## League and Conference Affiliation

Christian Life Academy is a member of Minnesota State High School League (MSHSL). CLA is also a member of the Twin Cities Athletic Conference (TCAC) where we participate in all of our sports. For all of our varsity and JV sports we adhere to MSHSL and TCAC bylaws and constitution. The bylaws and constitution for the MSHSL are available on the MSHSL website.

## Guidelines for Student and Parent/Guardian Involvement

1. We encourage our parents, participants, and coaches to recognize that student activities require a spirit of cooperation and mutual understanding as well as an appreciation for the experience offered.
2. For these activities the following guidelines have been developed:
  - a. Be aware of the time demands and commitments of the activity and accept the responsibility for being prompt and in regular attendance at practices and games.
  - b. Demonstrate a sincere interest and consistent effort to improve skills commensurate with ability.
  - c. Demonstrate an attitude of cooperation and concern for the total group or team.
  - d. Take proper care of and have respect for the facility, equipment, and uniforms used in the activity.
  - e. Parents/Guardians must be prepared to accept the responsibility of helping their student attain the lessons learned through participation in extra-curricular activities.
  - f. Parents/Guardians must be a supporter of the school, program, the participants, the coaches and the officials.
  - g. Parents/Guardians must support the student's academic achievement while participating in extra-curricular activities.

## Participation Requirements

1. All student athletes who plan on participating in Christian Life Academy athletics must complete the registration information below and have them on file with the athletic director.
  - a. **MSHSL Sports Qualifying Physical Examination Clearance Form.** Required for all students in grades 7 – 12. Typically valid for three years.
  - b. **MSHSL Athletic Brochure & Annual Sports Health Questionnaire.** Required for grades 7 – 12. Needs to be done once for the entire school year.

- c. **CLA Registration and Emergency Contact Form.** Required for all grades. Needs to be completed for each sport that a student participates in.
  - d. **Activity Fees and Deposits.** CLA families have the option of having their FACTS account billed. All other families must provide payment in the form of a check, money order, or cash.
  - e. **Other Forms.** The CLA athletic department may require other forms to be signed and turned as part of the participation requirements.
2. **No athlete will be able to practice or compete for his/her team without completing steps a, b, c, d, and e above.**
  3. Students and parents are also strongly encouraged to attend the scheduled student and parent information meetings for the sport they are participating in. Students and parents that miss this meeting are still responsible for the information provided at the meeting.

## **Athletic Program Fees**

The purpose of the activities fees is to reduce the direct cost of activities and assure the continuation of the program for the students. Activity fees are based upon the grade level of the student.

### **Fee Guidelines**

1. Unless otherwise specified, fees are due before the student begins practice.
2. CLA families have the option of having their FACTS account billed for the participation fee. All other families will pay with check, cash, or money order and made payable to the "CLA Athletic Department".
3. There will be a fee assessed for all returned checks.
4. If a student joins a sport after the initial start of the season all fees for the season will apply, no discounted or pro-rated fees.
5. Additional miscellaneous fees as determined by activity may be needed for various activities. Examples would be socks, shoes, baseball caps, travel suits, team t-shirts, etc.

### **Returned Checks Due to Insufficient Funds**

There will be fee assessed for all returned checks. The student will be ineligible to participate until sufficient funds have been paid to CLA, as well as the assessed fee.

## Family Caps

Family caps are noted on the participation form.

## Discounts

Discounts may be available where an individual is filling a coaching or coordinator volunteer position. The discounted amount to pay is to be noted on the participation form.

## Athletic Scholarships

Families of student athletes with a sincere financial need may request an athletic scholarship. An Athletic Scholarship Form (Appendix A) must be completed to request a scholarship and should accompany the registration form and have it on file with the athletic department.

## Refund Policy

Refunds will be issued using the following guidelines:

- a. When injury or illness prevents continuation in the activity, a refund will be made, provided the medical documentation is presented to the athletic director's office, up until the first game or match.
- b. When a transfer is made out of CLA up until the first game or match.
- c. When a student quits an activity, up until the first game or match, or by the end of the second week of practice (whichever comes first).
- d. Any student dismissed or asked to leave an extra-curricular activity due to disciplinary reasons or infractions of MSHSL, TCAC, or CLA eligibility rules, will not receive a refund.
- e. After the time of the first game or match or after the second week of practice (whichever comes first) **no refund will be made for any reason.**

## Guidelines and Policies for Practices and Games

### Playing Time at the Varsity/JV Level

This is an issue that all parents and players are concerned with. A player's time on the court/field is based on what we refer to as the "Three A's": ATTENDANCE, ATTITUDE, and APPTITUDE. Playing time is EARNED not granted. A spot on the team is a precious commodity. Being able to be on the court/field at games is another level beyond being on the team. We as a coaching staff will do our best to help players understand their role as they relate to playing time. It is imperative though that players approach the coaches when that understanding is not occurring to the player's expectations. The three A's are like any other characteristic a human being has; that being said, some players do better at some of them than others. It is the combination of

the “Three A’s” that the staff must take into consideration (to the best of their ability) when deciding who will be playing in games at any given time.

Substitutions are a key component in playing time. Obviously, the “Three A’s” come into play when deciding who should come into a game. A player may be substituted for when: he needs rest, failed to follow directions, is in foul trouble (basketball), to get a better match-up with our opponent, correct a mistake and take advantage of a teachable moment, we need to foul at the end of a game (basketball), for a special offensive/defensive situation, and/or if they are just having “one of those nights” when nothing is going right.

Finally players may be moved up to the next level of competition based on the “Three A’s”. The players that earn positions will be given them based on many factors including the ones listed below as well as our teams’ make-up in a given year.

## **A**ttendance

**School:** Be in attendance for the required minimum of half a day as outlined in the attendance policy below.

**Practice:** Attend every day. Prepare or practice to play at each player’s and our team’s highest level. Sacrifices will have to be made to have a good practice. Enthusiasm is a must regardless of whatever happened off the court on that particular day. Playing time will be adjusted due to missed practice time. Unexcused absences from practices may result in extra conditioning, suspension, or even dismissal from the team.

**Game:** Attend every game and be prepared to give 100% in whatever role is given. Those roles could range from being a high scoring starter to a defensive specialist to a bench player who needs to support those playing in the game.

## **A**ttitude

Show respect in tone of voice, body language, reaction to instruction and facial expressions toward coaches, officials, opponents, and teammates. Maintain a high level of effort in the classroom to match that on the court/field.

## **A**ptitude

This is the skill and knowledge of the game and what the team is trying to accomplish and how each player’s abilities in those areas relate to the success of the team. Examples include:

- Knowledge of offensive and defensive systems and what to do in particular game situations.
- Ability to listen and follow directions.
- Level of physical conditioning (speed, quickness, endurance, strength, etc.).

- Key skills relative to the sport they are participating in.

## **Playing Time at All Other Levels**

At all other levels of competition coaches are striving for full participation where each student athlete will receive their appropriate playing time. In order for students participating at this level to assure themselves of their appropriate playing time they must be in attendance at every practice and game. Coaches at this level will also have an attendance policy and a player's absence from games or practices will be dealt with in accordance with the coach's attendance policy. Parents should expect an absence from a practice to effect playing time in a game.

## **Attendance Policy**

1. Any student not in attendance at school for at least half a day, for the minimum of four full class periods which must include periods 1 – 4 or 4 – 7, may not participate in extra-curricular activities for that day. This includes practices.
2. Administrative approval for prearranged absences or emergency situations will supersede this requirement.
3. Any absence from a scheduled practice, game, or match as a result of CLA disciplinary policy will always be considered an unexcused absence and will be dealt with in accordance with the school's and coach's attendance policy.
4. All other absences from scheduled practices, games or matches will be dealt with in accordance with the coach's attendance policy.

## **Practice Sessions**

1. Unless otherwise specified by the coach, all practice sessions are considered closed to spectators.
2. Practice times and sites vary throughout the season depending on the availability of CLA and off-site practice facilities. Practice schedules can be found on the school website.
3. Directions to off-site practices are available on the school website.

## **After School Supervision**

1. Students are not allowed to remain after school unsupervised between school dismissal and: the start of a home game, the departure for an away game, or the start of practice.
2. Students must leave campus and return when their coach is present, or go to CLA After Care (will be charged a fee for this), or stay with CLA staff or faculty, with prior approval, and remain in the classroom.

## **Student Drop-Off and Pick-Up**

1. When dropping off students for a game or practice parents should ensure that a coach is present and not leave their children unsupervised.
2. Coaches are responsible for the students participating in an activity until they are picked up; please be respectful of their time. Parents will be contacted if late pick-up becomes a problem.
3. If a problem of late pick-up persists after parents are contacted, then parents risk being charged after care hours or in extreme cases it may be necessary for that student to drop from the activity.

## **Early Dismissal and Departure Times**

For many away athletic events it is necessary to dismiss students from school before normal dismissal times. In this event the following guidelines will apply:

1. Early dismissal from classes for athletic reasons does not release student athletes from class work responsibilities.
2. Each athlete must make arrangements for getting assignments, taking missed quizzes or tests, or handing in homework.
3. CLA student athletes will be dismissed from their class at least 10 minutes prior to bus departure.
4. Cooping student athletes can wait in the hallway by the south entrance and should not be in the school any earlier than 10 minutes prior to bus departure.
5. Students waiting for bus departure must stay in the south entrance hallway and not wander around the school.
6. Departure times vary throughout the season and can be found on the school website.

## **Transportation**

Transportation to and from practice sites and away games will be handled in accordance with the CLA Transportation policy.

## **Event Confirmation/Cancellation**

1. Parents and students should check the CLA Athletic Calendar for game times and practice times and departure times.
2. When cancellations occur due to inclement weather, team captains and athletes will be notified as soon as possible.
3. Notification of cancellations will be sent out to families usually via email.

4. Whenever possible cancellation of games will be made no later than 2:00pm on game day.

## **Directions to Schools**

Directions to schools are available on the school athletic calendar which is accessible from the school website. You may also find directions to some of the schools on the MSHSL website.

## **Student Athletes Use of Personal Electronic Devices (PEDs)**

1. CLA believes that technology and media is not bad. We can choose to use it wisely or let it use us. How we spend our time using media and technology matters to God and we should spend our time in a way that honors God. To this end the CLA athletic department believes that there are appropriate and inappropriate times for the use of PEDs by student athletes during the course of a sports season. The inappropriate use of a PED tends to be a distraction and as a result has an effect on an individual's and team's focus.
2. For the purpose of this policy PEDs are defined as, but not limited to, any portable personal electronic device that enables an individual to communicate with other individuals, play and listen to music, watch and listen to videos, play games, and browse the internet. Use of these devices at practices, games and on the bus is as follows:
  - a. During all practices PEDs must be shut off and secured in the locker room. In the event of an off-site practice the electronic device must be shut off and secured out of site (duffle bag) by the student athlete. Any use of a PED at any time during practice requires the coach's approval. The coach may, at their discretion, establish appropriate times for the players' personal use of PEDs during practice
  - b. Before, during, and after all games PEDs must be shut off and secured in the team's locker room. In the event of an away game where the team may not have the use of a locker room the electronic device must be secured out of site (duffle bag) by the student athlete.
  - c. Student athletes may use their PEDs in the team's locker room on practice and game nights however the coach has the authority to set guidelines and restrict the use of PEDs in the locker room at any time and for any reason during the course of their season.
  - d. Student athletes may use their PEDs on the team bus while in transition to an away game however, the coach has the authority to set guidelines and restrict the use of PEDs on the bus at any time and for any reason during the course of their season.
  - e. Student athletes should view, listen to, or use media with a Christian theme or that are at a PG level.

3. Where the PED policy is violated and reported to the athletic director a white slip will be generated and issued to the head coach. The head coach will notify the individual and the team of the offense and keep the white slip on file. The process for dealing with a violation of these guidelines is as follows:
  - a. First offense. This first white slip issued for violating the electronic device policy is also a team warning. The next offense by any individual on the team will be considered that individual's second offense.
  - b. Individual Second offense. The offending individual(s) will be suspended for the first quarter of the next game or match.
  - c. Individual Third offense. The offending individual(s) will be suspended for the entire next game or match.
  - d. Individual Fourth offense. Will discuss with the coach what the future of the player should be on the team.

## **Student Athlete Dress Code**

1. The primary purpose of the CLA dress code is to promote team uniformity as it pertains to clothing while also ensuring modesty. The dress code guidelines for CLA athletes while attending practices and games are:
  - a. **Practices:** For practices student athletes may wear:
    - 1) A coach and team approved practice uniform.
    - 2) A t-shirt, shirt, or sweat shirt which are appropriate for the sport they are participating in and which also has no inappropriate or vulgar print or writing on it.
    - 3) Shorts, or sweat pants, or pants which are appropriate for the sport they are participating in.
    - 4) Whatever clothing is worn should also ensure modesty.
  - b. **Travel Suits:** For those teams that have an approved travel suit, the travel suit is then the only dress code option for that team (except where specifically specified below) and those CLA student athletes are expected to be in their travel suit on the bus for away games and before and after their athletic contest for as long as they chose to be at their game site. The following guidelines will govern the use of the travel suit:
    - 1) The coach will require all of their players to wear approved garments under the travel suit. Coaches will avoid variety in regard to the type of shirt being worn under the travel suit. The goal is to have all of the players looking the same. The coach has the option of choosing:

- A coach and team approved shirt (team t-shirt, shooting shirt, plain white t-shirt with no lettering or print on it).
  - An appropriate undergarment may be worn under the travel suit pants.
  - Game uniform.
  - Uniforms or t-shirts must be tucked in.
- 2) Do not mix and match other articles of clothing with the travel suit.
  - 3) If a student athlete forgets or loses their travel suit then they must wear the school's standardized dress until the student's travel suit is found or replaced. At their discretion, coaches may issue another travel suit to a student that loses or forgets all or a part of their travel suit.
  - 4) Additional guidelines for how the travel suits are to be worn can be established by the Athletic Director and the Head Coach. The spirit of this policy is to encourage an attitude and appearance of quality and professionalism. Students should never assume other liberties in this policy without first talking to their coach.
- c. **Other approved clothing:** For other CLA teams that do not have a travel suit the coach may require the student athletes to wear one of the following below:
- 1) The school's standardized dress.
  - 2) For other teams without a travel suit the team uniforms will be worn. Players must wear their entire uniform and may not mix other articles of clothing with their uniforms. Baseball caps may not be worn backwards. On inclement weather days outdoor sports teams may augment their uniform with a coach approved warm up suit or other cold/hot weather apparel.
  - 3) JH and teams may wear their game uniform.
2. **Team Student Managers:** Student managers are subject to the same dress code standards as the players are. Student managers have the same options as the players do and in addition may dress in business casual where the game venue permits this. Student managers should always strive to dress up when considering business casual. If the coaches have adopted a standard dress for games and it has been approved the student managers may also then use the same dress standard as the coaches.
  3. **Footwear:** Student athletes must wear socks with approved footwear. Flip Flops, shower shoes, sandals, athletic slides, or other shoes that do not cover the toes are **not allowed**. Students shall not walk around in their bare feet or stocking feet.
  4. While on the bus traveling and to an away game student athletes may dress down, within standards of modest dress, to make themselves comfortable on the bus. During inclement weather students may also wear a hat, cap, scarf, and jacket for

warmth while traveling. However, once student athletes are indoors at an athletic event all hats, caps, scarves, etc. must be taken off but students may keep a jacket on for warmth. For outdoor sports taking place in extreme cold weather conditions students may wear additional clothing as needed and appropriate to stay warm and comfortable.

5. Casual clothing worn on “Spirit Days” is not approved clothing for athletic contests.
6. This policy also pertains to restaurants when the team is eating out after an away game.
7. Students in violation of this policy may not be allowed to participate in an athletic event for the day or ride the bus until the situation is corrected.
8. Where the dress code policy is violated and reported to the athletic director a white slip will be issued to the head coach. The head coach will notify the team of the offense and keep the white slip on file. The process for dealing with a violation of these guidelines is as follows:
  - a. First offense. This first white slip issued for violating the dress code is also a team warning. The next offense by any individual on the team will be considered that individual’s second offense.
  - b. Individual Second offense. The offending individual(s) will be suspended for the first quarter of the next game or match.
  - c. Individual Third offense. The offending individual(s) will be suspended for the entire next game or match.
  - d. Individual Fourth offense. Will discuss with the coach what the future of the player should be on the team.

### **Academic Eligibility**

1. Bylaw 108 of the Minnesota State High School League states that in order to maintain scholastic eligibility a student is required to be making satisfactory progress toward graduation as defined by the school they are fully enrolled in and attending full time.
2. Students, parents and faculty at CLA place a high value on academic achievement. Student athletes are students first and must prioritize co-curricular activities in a secondary role. While students have varying levels of academic ability, it is expected that each one will work to his or her potential.
3. It is the student’s responsibility to bring their grades up and prove eligibility. The teachers will not be expected to correct, grade, or enter the scores on late or make-up work that is handed in so that the student is assured eligibility. Teachers will address work in a timely manner but are not required to make special considerations to assist the student to gain their eligibility.

4. Academic Eligibility Guidelines for CLA student are as follows:
- a. All CLA Student Athletes are expected to keep their grades at no less than the CLA required minimum standards, which is to maintain a “C”, average without having a grade of “F” in any subject regardless of their grade point average.
  - b. Academic Eligibility check dates will be established, before the season begins, by the athletic department.
  - c. When a student is found to be ineligible the athletic department will notify the student in school. The parents and coach will be notified usually via email.
  - d. Ineligible students cannot participate in games until the next grade check date where they must also have raised their grades to the eligibility requirements.
  - e. Unless otherwise agreed upon, ineligible students are expected to attend all practices.
  - f. Unless otherwise agreed upon, ineligible students are expected to attend, but not dress for, all home games. At the discretion of the coach the ineligible student athlete may sit on the bench and support their team, if the coach so chooses they may use the ineligible student athlete in a support function during the game (manager type tasks, scorekeeper, statistician, etc.).
  - g. On school days where a team is scheduled for an early dismissal, the academically ineligible students will not be granted an early dismissal from school to travel with the team to an away game. Attendance at away games is not mandatory. If academically ineligible students wish to attend away games they must provide their own transportation to and from games. Where the departure time to an away game is after normal school dismissal time it is at the discretion of the coach if they want the ineligible student to ride on the bus with the team. Unless otherwise agreed upon and at the discretion of the coach the ineligible student athlete may sit on the bench and support their team, if the coach so chooses they may use the ineligible student athlete in a support function during the game (manager type tasks, scorekeeper, statistician, etc.).
  - h. When the student has satisfied the requirement to become academically eligible, at the next academic eligibility check, the student shall then be reinstated with all athletic privileges.
  - i. The Athletic Department of Christian Life Academy sets no limit to the number of times a student may become academically ineligible and subsequently reinstated. However the coach may establish criteria that could negatively affect a students’ standing on the team on which they participate. Although students may be reinstated with all athletic privileges, reinstated students shall be subject to the coach’s guidelines for participation on the team with respect to absence from practices, games, or any other criteria the coach may deem appropriate.
  - j. In the event that a student does not meet the requirements and has an active Individualized Education Plan (IEP) or a 504 plan the CLA faculty will provide

input in the determining of their eligibility. If such a circumstance arises, provisions to the eligibility qualifications may be made.

- k. The final authority in determining academic eligibility is vested in the administration of Christian Life Academy and does not rest with the Athletic Director, or any individual connected with the Athletic Program except in the case where an individual serves as a member of the administration in addition to serving the Athletic Program.
5. Cooping families and families playing under a Participation Agreement will abide by the academic requirements of their own school and will communicate the status of their student's eligibility directly to the CLA Athletic Director according to their school's schedule for checking academic eligibility. Cooping/Participation Agreement schools and families should inform the CLA Athletic Director of their school's schedule for checking academic eligibility.

## **Disciplinary Eligibility**

### **Administration of the Policy**

1. The general Christian Life Academy discipline policy has three levels: After School Detention, In School Suspension (ISS), and Out of School Suspension (OSS). The consequences for athletic disciplinary action within the general CLA discipline policy progresses from level to level and affect a student athlete's eligibility to participate in practices and games.
2. Athletic discipline will follow the school general discipline policy that is based on semesters. Any discipline based on school policy will affect the sport of participation at the time of the discipline.
3. The general Christian Life Academy discipline policy is applicable to the student athletes beginning with the first day of organized practice for the sport they are participating in.
4. In the event that a practice or game suspension is on a different day than the actual ISS or OSS was served, student athletes are required to be in school on the day of a practice and/or game suspension for the required minimum of half a day in order for the suspension requirement to be fulfilled.
5. It is expected that student athletes will check in with their coach when they are serving a detention or suspension and notify them of the discipline action. The Athletic Department will also notify the coach of the date(s) of any practice and game suspensions due to an ISS or OSS.
6. The coach may, at their discretion, take additional disciplinary action for the student serving a suspension.

## **Consequences of an After School Detention**

1. Student athletes serving an after school detention are required to attend practice as soon as possible after the detention is served.
2. If the detention causes the student to miss the team bus for an away game, student athletes are then responsible for their own transportation to the game.

## **Consequences of an In School Suspension (ISS)**

### **1. First ISS of a semester:**

- a. The student athlete is ineligible to participate for the first half of the next scheduled game or match after the ISS is served.
- b. If the ISS causes the student athlete to miss the team bus for an away game, the student is then responsible for their own transportation to the game.

### **2. Second ISS of a semester:**

- a. The student athlete is ineligible to participate in the entire next scheduled game or match after the ISS is served.
- b. At the discretion of the administrator, athletic director, teachers, coaches, and parents the student may be allowed to ride on the team bus to an away game and sit on the team bench during a game and serve in the capacity of a team manager.
- c. The ineligible student is not allowed to be in uniform while on the bus or on the team bench but is expected to abide by the CLA dress code as a student manager.

### **3. Third ISS of a semester:** Becomes an OSS. See policy for Consequences of an Out of School Suspension (OSS) below.

4. Student athletes are required to attend any scheduled practice after the ISS is served.

## **Consequences of an Out of School Suspension (OSS)**

1. **First OSS of a semester:** Student athletes are ineligible to participate in the next scheduled practice and game after the OSS is served.
2. **Second OSS of a semester:** Student athletes are ineligible to participate in the next two (2) scheduled practices and games after the OSS is served.
3. **Third OSS of a semester:** By school policy students with three (3) OSS' in one semester face expulsion. In the event the administration of CLA does not expel the

student they will forfeit the privilege to participate in CLA athletics either in part or in full for the remainder of the school year.

4. Ineligible students are not allowed to attend practices in any capacity but may attend games as a student fan only and are not allowed to be in the bench area or in the locker room on the night of the game suspension.
5. Ineligible students may not ride on the team bus to or from an away game.

### **Other Disciplinary Situations**

1. Unacceptable student athlete behavior at any time may cause discipline to be accelerated or modified to deal with an incident in a satisfactory manner.
2. Beyond the general discipline policy outlined above unacceptable student athlete behavior considered grievous enough can also result in the student forfeiting the privilege to participate in CLA athletics either in part or in full.

### **Letter Recognition Program**

1. All student athletes that play on a Christian Life Academy Varsity sports team in grades 7 – 12 can qualify for a letter, emblem or chevron.
2. Athletes must participate in all practices. Any absence from practice must be pre-excused and must be for a reason that is acceptable to the coach.
3. Athletes must consistently compete at the varsity level. For most sports this means participating in at least 60% of varsity periods, quarters, halves or games; depending on the sport.
4. Athletes must compete to the best of his/her ability in all practices and meets.
5. Athletes must participate in all team events; or be pre-excused by the coach for an acceptable reason.
6. Athletes must display consistent high standards and support for teammates.
7. Athletes must be recommended by his/her coach that they have demonstrated the commitment of a varsity level student-athlete.
8. Student managers may earn letters and subsequent awards upon the recommendation of the head coach.
9. With each letter award earned the student will receive a Letterman Certificate. The style of the certificate will be determined by the Athletic Department. The Athletic Department will be responsible for purchase of Letterman and Achievement Certificates earned by a student athlete.
10. A student can earn only one letter during their tenure at Christian Life Academy, but there is no limit to the number of total awards a student can earn. The letter award

shall be chenille and consist of letters “CL” offset and staggered from upper left to lower right in royal blue trimmed in white on a black background.

11. An activity emblem shall be awarded for each activity or sport for which a student qualifies for a letter at the time a student earns their first letter. The activity emblem shall be chenille in royal blue trimmed in white on a black background and representative of the activity for which it was earned (basketball, volleyball, soccer, baseball, softball symbols).
12. A chevron shall be awarded for each year for which a student qualifies for a letter beginning with the second letter earned. The chevron shall be chenille in royal blue trimmed in white on a black background. Thus if a student earns their first letter in volleyball, a letter, “CL”, and a volleyball emblem are awarded. If the student earns an additional letter in volleyball, only a chevron is awarded. If the student earns their first letter in another sport, the sport or emblem is awarded.
13. Award emblems may be earned for conference or sectional championships or individual achievements. The special award shall be chenille in royal blue trimmed in white on a black background.

**14. The Letter Jacket:**

- a. The letter jacket shall be solid black with black leather (or similar material) sleeves, with a black knit collar and cuffs and black closures.
- b. The Hawks logo shall be affixed to the back of the jacket. The Hawks logo shall be chenille in royal blue trimmed in white on a black background.
- c. The letter award “CL” shall be affixed to the left breast of the jacket.
- d. If done, the student’s first name shall be embroidered on the right breast pocket of the jacket. The embroidery shall be in white.
- e. A numeral for the year of graduation shall be affixed to the left sleeve centered, and 1” below the point where the sleeve is sown to the body of the jacket.
- f. Activity patches shall be affixed to the right sleeve of the jacket, centered, and 1” below the point where the sleeve is sown to the body of the jacket.
- g. Chevrons shall be affixed to the left sleeve of the jacket centered, and 1” below the year of graduation. Incremental chevrons will be placed below the previous chevron. When a student earns chevrons in a quantity for which there is no room remaining on the left sleeve, incremental chevrons shall be placed on the right sleeve. Placement of incremental chevrons shall begin 1” below the last award emblem continuing down the sleeve.
- h. Special awards (All Tournament, All Conference, etc.) will be affixed to the left sleeve of the jacket centered, and 1” above the point where the cuff is sown to the sleeve of the jacket. Incremental special awards will be placed above the previous special award. When a student earns special awards in a quantity for which there is no room remaining on the left sleeve, incremental special awards

shall be placed on the right sleeve. Placement of incremental special awards shall begin centered, 1" above the point where the cuff is sewn to the sleeve of the jacket. Incremental special awards will be placed above the previous special award.

15. The student shall be responsible for the purchase of the letter jacket, the purchase of and cost to affix the Hawks logo, graduation year, embroidered name, "CL" letter, activity emblems, chevrons, special awards and any other award designed for the letter jacket.

## **Uniforms/Equipment**

1. All uniforms, equipment, and supplies are property of Christian Life Academy and are to be checked out and in with the coach and/or Athletic Director according to the schedule established by the coaching staff and Athletic Department.
2. All athletes must turn in a uniform deposit check. Uniform deposit checks will be held until the uniform is satisfactorily turned in. Once the uniform has been turned in the deposit check will be destroyed. Athletes will be charged 150% of the replacement cost for any uniforms not returned, damaged beyond normal wear and tear, or altered.
3. Game uniforms are to be worn for games and matches only. Uniforms will not be worn as physical education uniforms. Uniforms should not be worn as attire unless authorized by the Athletic Director.
4. No one will be allowed to start practicing in another sport until the coach from their previous sport clears them.
5. Uniforms must be turned in no later than the banquet for the sport they just participated in. Coaches will establish a date and time to turn in uniforms. Students may be assessed a fee if uniforms are not returned in a timely manner.

## **Communication**

1. To ensure the resolution of possible disputes in the spirit of Christian love and with the desire to maintain unity, we ask that families communicate in the following manner:
  - a. The student athlete talks directly to the coach, one on one.
  - b. If the problem is not resolved a face-to-face meeting should be scheduled with the coach (athlete's attendance is mandatory) preferably within one week, with the intent to solve the problem. This should not be done immediately after a game or practice. We request that parents wait 24 hours after a contest before scheduling a meeting.
  - c. If not resolved, the Athletic Director should be consulted.

- d. If closure has not been attained, the administrator should be involved to work to a peaceful resolve.
2. Examples of issues appropriate to be discussed with coaches:
  - a. Ways for your child to improve.
  - b. Your child's behavior.
  - c. The treatment of your child mentally and physically.
3. Examples of issues NOT appropriate to be discussed with coaches:
  - a. Playing time.
  - b. Team strategies.
  - c. Play calling.
  - d. Other student-athletes.
4. We ask that all concerns be addressed through proper channels before they are discussed with friends or other parents.

## **Code of Conduct**

### **Students**

Codes of conduct have been established by the MSHSL and the TCAC. In addition to these CLA also has established a code of conduct to encourage sportsmanship and appropriate behavior and conduct among CLA student athletes. All players are expected to read and abide by this code of conduct. The CLA Student Athlete Code of Conduct is below:

- a. CLA student athletes will do their very best:
  - 1) To obey those who have authority over me for this is right in the sight of God.
  - 2) To accept ALL school and Athletic Department policies with a positive attitude.
  - 3) To refrain from being selfish, irresponsible, demanding, discourteous, irreverent or destructive with my attitudes towards fellow teammates, coaches, officials or teachers and those things that lead to these attitudes.
  - 4) To maintain Christian standards in courtesy, kindness, morality and honesty.
  - 5) To strive for excellence as a student athlete.
- b. CLA student athletes will at ALL times:

- 1) Refrain from the use of drugs, tobacco, and alcohol.
  - 2) Refrain from the use of profanity, offensive slang, vulgarity, and gambling.
  - 3) Not lie, cheat or steal.
- c. Take pride in being a student athlete at Christian Life Academy.

## Parents

1. Since the concept of athletics should be educational in nature, it is important that all parents demonstrate good sportsmanship and serve as role models for our students and athletes.
2. In addition to MSHSL and TCAC Codes of Conduct CLA have established codes of conduct for parents to encourage sportsmanship. All parents are expected to read and abide by this code of conduct. The Parent Code of Conduct is below:
3. As a parent/guardian, I acknowledge that I am a role model. I will remember that school athletics are an extension of the classroom, offering learning experiences for students. I understand the spirit of fair play and good sportsmanship is expected by our school, conference, and league. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent/guardian of a student involved in athletics.
4. I hereby pledge to live up to the Parents' Code of Conduct by following the listed Code of Ethics below and as an extension of my commitment will **sign the parent contract (Appendix B) and turn it into my child's coach prior to the first game. My child will not be allowed to play in any games until this contract is properly signed and turned in:**
  - a. I will provide support, care and encouragement of all players.
  - b. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game or practice.
  - c. I will place the emotional, physical and spiritual well-being of my child and the other players ahead of any personal desire to win.
  - d. I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
  - e. I will remember that the game is primarily for the benefit of student athletes and not for adults. I will do my very best to make the experience beneficial not only for my child, but for all involved.
  - f. I will demand a drug, alcohol, and tobacco free sports environment for my child and agree to support the efforts to ensure this.

- g. I will avoid sideline coaching which may side track players from their performance.
- h. I will stay off the playing area.
- i. I will show respect for public property and equipment.
- j. I will take part in cheers and avoid all offensive gestures or language.
- k. I will have respect for the coach.
- l. I will never confront a coach before or after a practice or game but will follow the proper protocol, as outlined in the Communication section to resolve grievances.

## **Volunteer Information**

1. Because the athletic department of Christian Life Academy does not have the financial resources to hire and pay individuals for the positions needed in the support of games and matches we must rely on the parents/guardians of students participating in athletics to support the Athletic Program objectives by volunteering at various athletic activities.
2. Times change. Therefore the volunteer system can be modified from year-to-year as the athletic program needs change and the program evolves. As this happens individual volunteer requirements will also change.

## **Volunteer Needs**

1. **Regular Season:** During the regular season for most sports CLA needs game time volunteers for Admissions (most Varsity game nights only), Concessions (most Varsity game nights only), Scorebook keeper, Scoreboard operator, Announcer (Varsity game nights only), and Line Judges (VB matches only).
2. **Mid-Season Tournaments:** At times during a sports season CLA may host a mid-season tournament. For this type of contest CLA will still need volunteers. Volunteering for these events does count towards a family's volunteer requirement.
3. **Post Season:** At times during a sports season CLA may host additional games or matches that are part of a post season tournament. For this type of contest CLA will still need volunteers. Volunteering for these events does count towards a family's volunteer requirement however, these games and matches will not become available on the website until it is known that CLA needs to host a post season event. So counting on a post season event to be available to fulfill your volunteer requirement is a risk.

## **Obligation to Participate**

1. It is the responsibility of each family to participate in the CLA volunteer program in the support of CLA athletic events. Opting out of the volunteer program will result in a full forfeiture of your volunteer deposit.

2. It is not the responsibility of the Athletic Department to find volunteer opportunities to fit an individual. Not volunteering, for any reason, will result in the full or partial forfeiture of your volunteer deposit.

### **Unable to Make it to Your Scheduled Time**

1. It is your responsibility to find a replacement in the event you cannot make it to your scheduled volunteer time. In the event you cannot find a replacement, you're also obliged to contact the appropriate coordinator to notify them. Any time a volunteer cannot make it to their scheduled volunteer time and find a replacement the result will be a forfeiture of a portion of their volunteer deposit.

### **Amount of Volunteer Time Needed by Each Family**

1. Parents will be required to volunteer for a predetermined number of home games. The volunteer requirement for each family changes from year to year and is determined by the number of home games scheduled and the number of families participating. The athletic department will make every effort to notify families of the minimum requirement at the earliest possible time.
2. Typically, the athletic department does not count individual hours logged for volunteering but looks at the number of times you have volunteered.
3. You may volunteer, above the minimum requirements, as much as you are able to and provided there are openings available.

### **Logging Volunteer Hours**

CLA families will log their hours on Sycamore so that they can be counted towards their total volunteer service hours required by CLA. Families participating via a co-op or a participation agreement have no need to log their hours.

### **Cancelled/Rescheduled Games**

Be flexible and expect at least one contest to be cancelled or rescheduled. If there is ample time given in the notice of the cancelled game and there are other game time spots open then you will not be allowed to take credit for the lost opportunity. However, if there is a situation where there are no spots available then you will be notified to give yourself credit (1 ½ hours) on Sycamore for the volunteer opportunity lost and, the lost opportunity will be counted towards your minimum obligation in the athletic program.

### **Volunteer Experience for Certain Game Tasks**

Especially for varsity games, certain volunteer positions require more than a novice level of experience. It is recommended that you first get experience performing the task at lower level games (JV, JH) before performing the task at the varsity level. Otherwise,

it is recommended that volunteers arrive early to get some training or come to an earlier scheduled game to observe how the job is done.

### **Arrival and Departure Time for Volunteer Shift**

Arrival and departure times for your shift will be outlined in the procedures for the task you are volunteering for.

# Appendix A

## Athletic Scholarship/Payment Plan Application Form

Christian Life Academy

Directions:

1. This form is to be used for requesting a scholarship or payment plan for an extra-curricular activity.
2. It is always preferred that families pay as much of the fee as possible or work out a payment plan to pay the full amount by the end of the season. However we understand that financial hardship could happen to anyone and we want to still make these opportunities available to our students whenever possible.
3. Please complete this form and return it along with your Registration Form to the Athletic Director no later than the first day of practice for whichever activity you wish to apply.

*Note: There is also a Family Cap Policy in place which would limit the amount that any family would pay for their children throughout the school year. Please keep this in mind when applying for scholarships. It could be that you will reach this cap and end up receiving scholarships automatically due to the family cap.*

Scholarship Requested for: \_\_\_\_\_

Regular Fee for Activity: \_\_\_\_\_

### Option 1: Request for Payment Plan

Amount and dates of payments to be made (final payment due before the last regular season game):

\_\_\_\_\_

### Option 2: Request for Scholarship

Amount of scholarship requested (if any): \_\_\_\_\_

Reason for request:

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

## Appendix B

### PARENT REQUIREMENTS

- Always show my support for my child regardless of the circumstances they are under.
- Support my child's team in a positive manner.
- Enjoy the games! My child's time as a high school student is a fleeting one. I will strive to make it a time to remember.
- Show class and dignity in game-settings toward fellow fans, opposing players, opposing coaches, and referees.
- I will allow the coach to coach my child. I will refrain from shouting instructions during the game.
- When a situation occurs relating to my child that raises concern (pertaining to all matters except playing time, game strategy, or issues concerning other players), I/we will follow the following protocol to resolve said situation:
  1. Encourage my child to seek out their coach in a private meeting.
  2. I/we will arrange a meeting with my child's coach.
  3. I/we will arrange a meeting with the athletic director.
  4. I/we will arrange a meeting with the CLA administrator.
- Concerns pertaining to playing time will only be discussed with the player, concerns about other players playing time, ability, etc. will not be discussed.
- Player is not eligible to play in a game until this agreement is signed by all of the player's parents and turned into the child's coach.
- Failure to abide by these conditions can result in discipline, including but not limited to, barring parent from attending games and/or dismissal of player from team.

I/We agree to the above terms and will try to live up to them to the best of our ability:

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**Player Name (Print)**

**Signature of all Parents/Guardians**