



Christian Academy Athletics

“Every Athlete A Disciple”

2021-22 Parent-Athlete Handbook

TABLE OF CONTENTS

WHO WE ARE/VISION/VOICE/VICTORY	3
MISSION STATEMENT AND PHILOSOPHY	4
ATHLETIC EVENT PASS	5
ATHLETIC FEES	5
ATHLETIC STAFF AND	5
ATHLETIC TEAMS	5
ATTENDANCE	5
ATHLETIC AWARDS POLICY AND PROCEDURES	6
COACH, PARENT, AND PLAYER RELATIONSHIPS	6
CONDUCT	7
DEAD PERIOD MANDATED BY KHSAA	9
DRESS CODE	10
EARLY DISMISSAL	10
EQUIPMENT AND UNIFORMS	10
GUIDELINES FOR THE USE OF PRIVATE VEHICLES	10
HAZING/BULLYING/PEER HARASSMENT POLICY	12
INTRAMURALS	14
LETTER JACKETS	14
MAKING THE TEAM	14
MULTI-SPORT ATHLETES	15
NON-SCHOOL TEAMS	15
OUT OF TOWN ACTIVITIES GUIDELINES	16
PARKING AND STUDENT PICK-UP	17
PHYSICIAN'S NOTE/INCIDENT REPORT	17
PLAYING TIME	17
POLICY ON BRINGING UP ATHLETES	17
PRACTICE CLOTHING/SPIRIT WEAR	18
RECRUITING POLICY	18
RETRIBUTION	19
SEASON AND PRACTICE GUIDELINES	19
SENIOR RECOGNITION	20
STRUCTURE OF THE ATHLETIC DEPARTMENT	21
STUDENT ELIGIBILITY	22
SUMMER CAMPS	23
SUPERVISION OF STUDENT ATHLETES IN GYM/FIELD	23
TEAM PHOTOGRAPHS/SEASONAL PROGRAMS	23
TEAM RULES/SCHOOL RULES	23
TRANSPORTATION	24
TRY-OUTS/TEAM SELECTION/CUTS (All Sports, Grades 6 -12)	24
UNIFORM REPLACEMENT POLICY	25
USE OF ATHLETIC FACILITIES	25
<i>WEATHER CHANGE POLICY</i>	25

APPENDIX

Appendix A- ATHLETE AND PARENT CONTRACT	26
Appendix B- KORT FORM	27
Appendix C- SPORT OFFERINGS AND FEES	28
Appendix D- ATHLETIC PASS	29

Christian Academy Athletic Department

Who We Are:

We are here to help train up our student-athletes in the way they should go -Proverbs 22:6.

This means that we will coach from a biblical perspective and strive to be a true reflection of Jesus Christ to our athletes.

We will promote honesty, integrity, humility, loyalty, unity, and encouraging total character development of our athletes. These traits are foundational in building a program of TEAMS. This will include all our coaches promoting and encouraging the success of all other programs, emphasizing the need to share multi-sport athletes and to collaborate fruitfully with students, parents, and Christian Academy staff to balance our students' investment in academics and the arts.

We will show good sportsmanship; respecting others at all times and under every circumstance is expected. This includes behavior towards coaches, teammates, officials, opposing coaches, opposing players, and fans. We expect our coaches and athletes to demonstrate respect toward teachers and parents at all times.

We will create a winning environment by displaying a positive attitude and providing daily encouragement to those under our leadership helps build strong relationships. Our student-athletes will respond better when they know we genuinely love and care for them.

We will foster a commitment to excellence. Success in athletics is the result of coaches and players going the extra mile. Teams who pay the price in the off-season win championships. We must communicate great expectations, provide great instruction, emphasize great fundamentals, and demand great effort, in the context of strong relationship. Most importantly, according to God's word, if we want to be great, we must model great servant-hood to our teams.

OUR VISION

- To foster each athletes personal relationship with Jesus Christ.
- To produce disciplined, Christ honoring teams that are excellent at all levels.
- To be ambassadors for CHRIST and Christian Academy.

OUR VOICE

Pursuing greatness God's way through unity, service and sacrifice –
"How good and pleasant it is when brothers live together in unity" Psalm 133:1

OUR VICTORY

Be Christ Centered- Hebrews 12:1-3

"Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne" Hebrews 12:1-3

Model servant leadership - Matthew 20:26-28

"Not so with you. Instead, whoever wants to become great among you must be your servant, ²⁷ and whoever wants to be first must be your slave— ²⁸ just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many."

Be salt & light to the community – Matthew 5:13-14 *"You are the salt of the earth, but if salt has lost its taste, how shall its saltiness be restored? It is no longer good for anything except to be thrown out and trampled under people's feet."¹⁴ You are the light of the world. A city set on a hill cannot be hidden."*

Teach athletes to: Know Christ – Ephesians 4:13 *“till we all attain unto the unity of the faith, and of the knowledge of the Son of God, unto a full-grown man, unto the measure of the stature of the fullness of Christ”*

Experience growth through discipline – Hebrews 12:7-11

“It is for discipline that you have to endure. God is treating you as sons. For what son is there whom his father does not discipline? ⁸ If you are left without discipline, in which all have participated, then you are illegitimate children and not sons. ⁹ Besides this, we have had earthly fathers who disciplined us and we respected them. Shall we not much more be subject to the Father of spirits and live? ¹⁰ For they disciplined us for a short time as it seemed best to them, but he disciplines us for our good, that we may share his holiness. ¹¹ For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”

Put on the armor – Ephesians 6:10-11

“Finally, be strong in the Lord and in the strength of his might. ¹¹ Put on the whole armor of God, that you may be able to stand against the schemes of the devil.”

Sharpen each other - Proverbs 27:17

“Finally, be strong in the Lord and in the strength of his might. ¹¹ Put on the whole armor of God, that you may be able to stand against the schemes of the devil.”

MISSION STATEMENT AND PHILOSOPHY

The mission of Christian Academy of Louisville is to develop students with a heart for God who grow as Jesus did in wisdom, stature, and in favor with God and man.

The primary goal of the sports program is to support the mission of CHRISTIAN ACADEMY by making disciples. Sports provide an excellent opportunity for discipleship as students learn many important life lessons on sacrifice, self-discipline, perseverance, and community. The central purpose of the CHRISTIAN ACADEMY Athletics department is to use athletics to prepare young people for life as Christian leaders who choose:

- Character before career
- Wisdom beyond scholarship
- Service before self, and
- To find and follow God's will for their lives

The purpose and mission of the Athletic Department is to fulfill the mission of CHRISTIAN ACADEMY through competition in interscholastic sports – implementing biblical principles in our instruction and setting godly examples. The goal of our Athletic Department is to do our best for the Lord- “And whatever you do, do it heartily unto the Lord, and not to me.” (Col. 3:23) It should be the desire of every coach at CHRISTIAN ACADEMY to use interscholastic sports as a means of developing champions for Christ. Our coaches will -

- Foster opportunities for intentional discipleship
- Build relationships with players and parents
- Encourage good citizenship and academics
- Teach the team concept, coupled with strong competition
- Present teams prepared to play
- Do all these things with the primary goal of bringing honor to the Lord Jesus

ATHLETIC EVENT PASS

- Single Pass \$95 per person (Student or Adult admission)-Family Pass \$275 (immediate family)
- Good for use at all home athletic events, except KHSAA district or regional competition
- Passes are available in the athletic office or online at <http://caschools.us/centurion-athletics>

ATHLETIC FEES

- Athletic Department fee \$250.00 per HS sport and \$200.00 per MS sport. (Intramural's vary)
- Individual Team Fees- The coach based upon spirit pack order or additional required equipment determines any applicable team fee not to exceed \$350 (HS) and \$150 (MS) excluding team shoes.

ATHLETIC STAFF

- **Brad Morgan, Director of Athletics, ext. 1072**
bmorgan@caschools.us
- **Jared McKinney, Assistant Athletic Director, ext. 1037**
jmckinney@caschools.us
- **Hunter Cantwell, Athletic Scheduling Coordinator, ext. 1081**
hcantwell@caschools.us
- **Cora Parker, Athletic Administrative Assistant, ext. 1080**
cparker@caschools.us
- **Hollie Foster, Sports Information, ext. 1045**
hfooster@caschools.us
- **Trisha Pullen, Armory Coordinator, ext. 1998**
tpullen@caschools.us
- **Kayleigh Hundley Athletic Trainer**
khundley@kort.com
- **Site Managers:**
Steve Scott
- **Darci Scott, Concessions Coordinator,**

ATHLETIC TEAMS

BOYS

Fall: Football, Golf, Soccer, Cross Country and Tennis (MS only).

Winter: Basketball, Swimming and Bowling

Spring: Track & Field, Baseball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only).

Intramural: Basketball, Cross Country

GIRLS

Fall: Field Hockey, Golf, Soccer, Volleyball, Cheerleading, Cross Country and Tennis (MS only).

Winter: Basketball, Swimming and Cheerleading

Spring: Track & Field, Softball, Lacrosse, Tennis, Golf (MS only), Soccer (MS only).

Intramural: Volleyball, Basketball, Tennis, Cheerleading, Cross Country

ATTENDANCE

Students must be in attendance for the majority (at least four hours) of the school day in order to practice or participate in a contest. Athletes who miss school for a school-sponsored athletic contest will have an excused absence that day as outlined by KHSAA. Students are expected to be at all practices and games. We realize circumstances may not always permit 100% attendance and we are committed to making careful, best decisions when exceptional circumstances arise.

ATHLETIC AWARD POLICY AND PROCEDURES

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

A. Varsity Letters:

Coaches will determine the qualifications for earning a letter during each season. These specific points shall be communicated to players and parents at the beginning of the season.

B. Letters/Pins/Certificates:

One Varsity letter will be awarded to an athlete per career. Pins will signify the Sport (s) and a bar for each year of participation. The athletic department will provide letters, pins, bars and certificates.

C. HS End of Season Sport Banquets and awards:

- Location/Price/Date of all banquets/gatherings must be pre-approved by the Director of Athletics. The cost of the banquet for athletes and coaches are to be covered in the team fee.
- Each varsity head coach will provide an end of season banquet or a meaningful award gathering in some format or fashion to recognize all HS athletes in their program.
- The coach will give out up to 5 awards per team to the athletes. Award is to be purchased from Louisville Awards (5 X 7 plaque designed by athletics) most spirited, most improved, MVP of the season or as the coach feels is necessary but not to go over 5 per season.

D. State Championship Rings

When the team wins a state championship, the student athletes may purchase State Championship Rings at the student athlete's expense.

E. MS End of Season Celebrations/Team Parties

MS teams will have end of season "team outings" or "team parties" where the head coach will present Certificates of Participation and any other awards etc....The athletic department will provide the certificates of participation. The banquet cost for players and coaches is included in the team fees.

COACH, PARENT, AND PLAYER RELATIONSHIPS

Parent/Coach Relationship

Both parenting and coaching are difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to our children. As parents, when your child becomes involved in our programs, you have an obligation to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication Parents Should Expect From Their Child's Coach

- Philosophy of the coach and statement of commitment to Jesus Christ, the child, and his/her family.
- Expectations the coach has for the child, as well as other players on the squad
- Locations and times of all practices and contests
- Team requirements will be announced during the pre-season parent/player meeting (i.e. special equipment, off-season conditioning, tournaments etc.)
- Procedures if an athlete is injured during practice/contest
- Discipline that may result in the denial of an athlete's participation

Communication Coaches Should Expect From Parents

- Concerns expressed directly to the coach
- Parents' commitment not to be an agent of division, or gossip in the community
- Notification, well in advance, of any schedule conflicts
- Specific concerns in regard to a coach's philosophy and/or expectations
- Medical or physical limitations of the child

As children become involved in the athletic programs, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way athletes or their parents wish. At this time, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

- The treatment of the child: spiritually, relationally, emotionally, and athletically
- Ways to help the child improve
- Concerns about the child's behavior

It is very difficult for parents to accept their child's not playing as much as they may hope. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all athletes involved.

Issues Not Appropriate to Discuss with Coaches

- Playing time
- Team strategy
- Play Calling
- Other student athletes

There are some situations that may require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue of concern.

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

- Have the player first talk to the coach, with another coach present concerning the issues.
- Call the coach to set up an appointment.
- If the coach cannot be reached, call the Director of Athletics, who will set up the meeting.
- Do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What can a Parent do if the Meeting with the Coach does not Provide Satisfactory Resolution?

- Call and set up an appointment with the Director of Athletics to discuss the situation.

CONDUCT

A. Student Conduct/Expectations

As members of athletic teams, athletes are high-profile representatives of CHRISTIAN ACADEMY. 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 and off the field/court
- Taunting opponents or officials
- Destruction of property
- Obscene gestures
- Derogatory or degrading comments

Student-Athletes are encouraged to:

- Play the game for fun
- Be gracious when you win and graceful when you 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 your opponents, coaches and teammates
- Be accountable for your own actions
- Develop a teachable spirit that allows you to take correction as a compliment
- Accept and embrace the discipline involved in athletics because it benefits the team (and ultimately you!)
- Develop the feeling of pride based upon "shared joy" of the team, and do not have pride that emanates from arrogance or sense of entitlement
- Be an athlete of character

B. Unsportsmanlike or Inappropriate Conduct

- Everyone involved with athletic contests should be committed to the demonstration of good sportsmanship and Christian behavior. It is vital that our coaches, fans, and participants remember that Christian character should be represented at the cost of any positive results in a competition. The reflection of the Christian testimony outweighs the outcome of any contest.
- Players will be expected to shake hands with opposing players 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 games. Christian Academy expects its participants and fans to be involved in cheering for their teams, not against their opponents. Fans can 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 head coach.
- A student who strikes, curses, or threatens an official or coach during a game, or at any other time, because of resentment over occurrences or decisions, or who fails to maintain a standard of conduct satisfactory to the KHSAA and/or the coaches and administration, will be ineligible for a period of up to six weeks and must pay the fine, if assessed, by the KHSAA to the school.
- A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct will be ineligible to participate in any contest per the regulations set forth by the KHSAA, and must pay the fine, if assessed, by the KHSAA.
- All students who act in an unsportsmanlike manner, resulting in a letter/penalty, will be required to meet with the Director of Athletics before resuming athletic participation and may face school disciplinary action.

C. Dismissal Offenses

- The following is an overview of the philosophy of the Christian Academy Athletic Department on dismissal from a team. "Let no man despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (I Timothy 4:12).
- 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. The Coach's Letter to athletes and parents should cover these behaviors.
- Behaviors in the range of "dismissal offenses" for the student/athlete:
 - o Lying, cheating, stealing or aiding another to do so
 - o Drinking alcohol, smoking anything
 - o Any involvement in illicit drugs
 - o Behavior that causes the coach to consider the athlete an undermining influence
- The coach will not summarily dismiss a student in violation. The Director of Athletics will be given detailed information regarding an incident that includes the possibility of dismissal from the team. It could be that the offense, on the surface, does not seem to rise to the level of dismissal, but the coach has cumulative information regarding the student/athlete that puts the athlete in the category of incorrigible. It could be that the student's cumulative attitude and behavior damage the chemistry of the team and the coach's ability to succeed. The decision to dismiss a student athlete will be determined jointly by the Director of Athletics and the coach.

D. Spectator Conduct

To enhance a safe environment for all spectators and athletes, spectators are not permitted on the sidelines or on the courts before, during, or after an athletic contest. Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. The coaches, administrative liaisons, on-site manager, Director of Athletics, as well as the athletic department staff are responsible to see that spectators are kept off the sidelines and courts. Anyone who observes inappropriate behavior from our fans should address it personally and/or inform the on-site manager and/or Director of Athletics of such behavior. Only administrative personnel, or those designated by CHRISTIAN ACADEMY, may be on the sidelines. Follow these off-field rules and you will encourage good sportsmanship for the players ---and other parents.

- 1) Resist shouting out instructions. This is the coaches' job. When both coach and parents yell, kids get confused. "Urgent" advice yelled from the sideline almost never improves performance. All you are doing is venting your own anxieties.

- 2) Show appreciation for the play of the other team. Every decent coach tries to instill this positive attitude and it needs to be vigorously reinforced on and off the field. The last thing young athletes need is to cultivate hostility toward their opponents, who are often friends or acquaintances. Congratulate the opposition during and after the game and their parents as well. Fans/students/parents are to cheer **for** their teams and not **against** the opponents-Matt: 7:15-20
- 3) Leave the referee out of it. Referees do not care which team wins. Their mistakes are honest ones, and your child needs to know that you believe this. Any criticism or questioning of the referee shows an exaggerated focus on winning and a lack of respect for authority.
- 4) Help Kids cope with other parent's outbursts. Point out that the screaming parent must have forgotten that sports are supposed to be fun. Tell them that you intend to speak to that parent about his/her attitude and remind him/her of his responsibility of good sportsmanship.
- 5) After the game, give your child space and time and leave them alone except for encouragement. Your sportsmanship and behavior reflect upon the reputation of CHRISTIAN ACADEMY.
- 6) Bringing animals to athletic events is not permitted.
- 7) A spectator/parent/fan 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 or coaches for the loss of a contest.
 - Refrain from second-guessing.
 - Apply the "courtesy is contagious!" slogan at all times.
 - Attend as many games as possible
 - Do everything possible to make the athletic experience positive for our child and others
 - View the game with team goals in mind
 - Attempt to relieve competitive pressure, not increase it
 - Encourage multiple-sport participation in separate seasons
 - Release your children to the coach and the team
 - Look upon opponents as friend involved in the same experience
 - Accept the judgment of the officials and coaches; remain in control
 - Accept the result of each game; do not make excuses
 - Demonstrate winning and losing with dignity
 - Dignity mistake 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
 - Be a good listener
 - Accept the goals, roles and achievements of your child
 - Ask your children questions about why they play, what their goals and roles are, and then accept young athletes' reasons as their own

DEAD PERIOD MANDATED BY KHSAA

- The designated "**DEAD PERIOD**" (June 25-July 9) set by KHSAA and mandates the following:
 - Coaches may not have any contact with athletes during this period-NO EXCEPTIONS! *However, you can and should expect communications from the athletic department regarding upcoming fall sport information. This is within the guidelines of the KHSAA*
 - School uniforms, equipment and facilities may not be used by coaches and/or athletes during this time period

DRESS CODE

Also, see Parent/Student School Handbook

- Jersey Day for Athletic Teams: Each team will be allowed to wear their jerseys or team t-shirts once during the season and once during district or regional play-off games. They may also wear them on jeans days or for pep rallies. Jerseys are to be worn with jeans. Sleeveless jerseys are to be worn with a shirt underneath or a team t-shirt may be worn instead of a jersey. Coaches ONLY will decide when the team may wear their jerseys and should communicate these dates to the Principal via team captains.
- Students must travel to and from games in team uniforms, team warm-ups, team shirts, shirts and ties, or attire conforming to the school dress code, as designated by the coach.
- Students are to look neat and clean at all times when representing CHRISTIAN ACADEMY. All shirts must be completely tucked in and pants worn at the natural waistline.
- Athletes are not permitted to wear jewelry, including body piercing, during practices or games.
- The CHRISTIAN ACADEMY policy on facial hair and hairstyles will be followed; however, the coach may impose additional requirements.
- Undergarments may not be visible and are not acceptable as outer garments in any athletic facility.
- Coaches should dress in a professional manner determined by the Director of Athletics with proper coaching attire, coaching shirts, dress pants; proper shoes (no sandals, flip flops).

EARLY DISMISSAL

There are very few exceptions to the policy of “no early dismissals”, however, if an exception is ever granted, students are responsible for all work missed due to early dismissals for athletic contests (field trips). When a student-athlete knows he/she will miss a class for competition, it is strongly recommended that class homework be obtained in advance. It is the heart of the athletic department to minimize the academic disruption caused by early dismissals and to leave students in class as late as possible, without distracting them from athletic preparation. A parent note to the appropriate school office is expected.

EQUIPMENT AND UNIFORMS

- Athletic uniforms are the property of CHRISTIAN ACADEMY and must be returned at the end of the season.
- School colors are Royal Blue, Red and White.
- Students must pay for any lost or damaged equipment or uniforms.
- All uniforms must be collected, inventoried and stored for future use. Coaches do not receive pay until this requirement is met.

GUIDELINES FOR THE USE OF PRIVATE VEHICLES

An Authorization Form for Motor Vehicle Records Check is required for the school's use in determining if you will receive or maintain authorization to drive on school business. Only information related to driver's license will be obtained for current employees, applicants offered employment and volunteers.

As a condition for driving any vehicle on school business (including your personal vehicle or a school vehicle), drivers must give Christian Academy of Louisville authorization to conduct a MVR check and provide all necessary information for the check (please allow 2 business days for this process to be completed). Driving on school business will be prohibited if authorization to conduct a MVR check is not given. An MVR check will be conducted periodically (typically annually) unless the Business Office determines a more frequent check is necessary. You will be provided a copy of the MVR check if requested and will receive a copy if its contents will affect the authorization to drive on school business. Because a suspension of your authorization to drive may impact upon your employment, you and your department will be notified if your authorization to drive on school business is suspended or at risk of being suspended.

Any driver who continues to drive on school business after refusing to authorize a MVR check or after authorization to drive on school business has been suspended will be subject to the corrective action procedures contained in the school's staff, athletic, or general policies, as applicable. Such drivers will be deemed to be acting outside the scope of their employment and will not be covered by Christian Academy of Louisville insurance and indemnification policies. In the event of a claim or suit arising while driving on school business under these circumstances, the driver will not be indemnified.

Drivers authorized to drive any vehicle on school business must report to the Business Office any accident occurring while driving a school vehicle, any license suspension, and any conviction for a moving violation (whether the violation occurred on or off the job). Christian Academy of Louisville will conduct a Motor Vehicle Records (MVR) check if an individual meets any of the following situations:

- Employees who drive or who are expected to drive on school business at any time whether using a school or a personal vehicle.
- Individuals offered employment into a job for which authorization to drive on school business is a requirement of the job.
- Anyone using a vehicle from the school or renting from an outside agency in the name of (or on behalf of) Christian Academy of Louisville.
- Anyone who has had a vehicular accident while on school business or in a school vehicle.
- Anyone asked to drive by a coach for the purpose of transporting members of a team to an athletic event (i.e. game, practice, tournament, team camp, etc.).

If you or one of your parents is in one of these categories, complete and submit this form to the **business** office or the athletic office. (See Appendix D for form)

Christian Academy Hazing Prohibition Policy

Purpose - The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members, Hazing activities of any type are inconsistent with the spiritual and educational goals of Christian Academy and are prohibited at all times.

General Statement of Policy -

- No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- Christian Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, coach, teacher, administrator or other school employee, contractor or volunteer who is found to have violated this policy.

Definitions

- "Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- "Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official, such as a coach or the Athletic Director. The Principal is the person responsible for receiving reports of hazing at the building or school level. Any person may report hazing directly to the Human Resources Director also.

Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Athletic Director or Principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, promotions or work assignments.

School District Action

Upon receipt of a complaint or report of hazing, the Athletic Director or school shall undertake or authorize an investigation by the Athletic Director, school administrator or Human Resources. The Athletic Director or school may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the Athletic Director or school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. The school action taken for violation of this policy will be consistent with other school policies.

Reprisal – Christian Academy will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination of Policy - This policy shall appear in each school's handbook and in the employee handbooks. Further, it will be disseminated to coaches, athletes, parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

*Adapted from appendix C of the Becker Senior High School Handbook, Becker, Minnesota.

INTRAMURAL

Intramural are for elementary students in grades 2-5. This program serves as an introduction and feeder program into the CHRISTIAN ACADEMY athletic programs in which students will learn the basic fundamentals of each sport and will gain valuable participation experience.

Intramural sports offered are:

Fall: Cross Country, Volleyball, Tennis

Winter: Boy's & Girls' Basketball, Cheerleading

Spring: Cross Country, field hockey and SNAG

LETTER JACKETS/LETTER SWEATERS

Student-athletes may earn a varsity letter by participating on a Varsity team for an entire season and be in good standing with the coach for that season. The school does not purchase jackets; however, if the student-athlete earns a varsity letter, he/she may purchase a letter jacket or letter sweater. Please check with the athletic department for more information concerning letter jackets.

MAKING THE TEAM

Athletics exist at different levels at Christian Academy. These include Intramural teams, Middle School teams, Freshmen teams, Junior Varsity teams and Varsity teams. Christian Academy is a member of the Kentucky High School Athletic Association (KHSAA) and, at the varsity level, competes for district, regional and state championships.

As a student moves through the Middle School and the 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 he/she was on the team the year before, because his friends are all on the team, or because it is his /her senior year.

Christian Academy desires to be as competitive as possible at the varsity level, so only the athletes with the highest skill level and the strongest work ethic are selected for varsity teams. Additionally, coaches must maintain a balance of (depending on the sport) 8th, 9th, 10th, 11th and 12th graders on varsity teams in order to perpetuate an on-going strong competitive program. Coaches will give every student trying out for a team every opportunity to demonstrate his/her ability and skill level. 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 has to do, and it must be done in fairness and in kindness. Remember, if you see an interpersonal conflict coming; enlist the counsel of the Director of Athletics before it arrives.

Student-athletes will be evaluated year round, as well as during tryouts. Skill drills, dependability, effort, and team leadership are also part of a coach's evaluation. In addition, coaches look for other attributes:

- Muscular strength
- Muscular endurance
- Flexibility
- Cardiovascular fitness
- Sports specific skills
- Vertical leap and agility (ability to move and change directions)

Coaches will inform parents and student-athletes early when they feel the student's chances are slim, based upon returning athletes and space on the team. This will enable the athlete to seek a sport or a team that will give him/her a better chance for success.

MULTI-SPORT ATHLETES

- Coaches at Christian Academy will encourage athletes to participate in multiple sports throughout the year. High school is a time when trying different sports should be encouraged.
- Students who are a member of a Christian Academy athletic team are strongly encouraged NOT to participate on any other team that is not affiliated with Christian Academy athletics, while that sport is in season. The school team should take priority in regards to practices and games and the athlete is not to miss any school team practices or games to attend the non-school team. Athletes can only participate on one Christian Academy team per season.
- 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 other Christian Academy team until the original team's regular and post-season play is completed.
- In the event an irresolvable conflict arises in performance dates relative to scheduled participation in both Fine Arts and Athletics, please adhere to the following guidelines:
 - It is our desire at Christian Academy to maximize the participation of our students so that they may grow in their areas of giftedness.
 - Performing Arts are considered part of the academic curriculum.
 - Scheduling situations require individual attention from administrators (Director of Athletics, Fine Arts Director and the Principal).
 - ⊖ Coaches need to anticipate potential conflicts in scheduling and seek to resolve these issues with the Director of Athletics and the Fine Arts Director before they present themselves.
 - The Director of Athletics is to ensure full communication, upon learning of the conflict, among all impacted parties (e.g.: student, parent, coach, teacher, and principal.)
 - ⊖ If there is an unavoidable conflict which cannot be resolved by the Director of Athletics and Fine Arts Director, the HS/MS Principal, with input from all parties, will make the decision on what and how the student will participate.

NON-SCHOOL TEAMS

- Athletic Department's Role
 - It is the desire of the Christian Academy Athletic Department to avoid conflicts of interest and to encourage each family to decide what is best for them.
 - The athletic department will maintain an "arms-length" relationship with non-school teams.
 - The school will restrict the use of school owned athletic uniforms, equipment, and the Christian Academy names and logos for non-school teams.
 - We are obligated to ensure that our in-season coaches follow Christian Academy policies as they are representing our school to the athletes, parents, and community.
- Coach's Role
 - During the school team's season, a Christian Academy coach may not create or organize a non-school team for the sport in which they coach. Christian Academy coaches may be permitted to accept coaching responsibilities for non-school teams if such teams are created and organized by parents and/or others (e.g. Church, Middletown Recreation, Jeffersontown Optimists, etc.). The Director of Athletics must approve such coaching engagements in advance.
 - During the school team season, coaches will under no circumstances require, encourage, or otherwise recruit their school team players to participate on non-school teams. Additionally, coaches may not use a players participation, or lack thereof, on a non-school team as a means of measuring the players commitment to the school team.
- Parental Role
 - The parents shall drive the creation and organization of non-school teams, including the selection of a coach.
 - It is solely the parents' responsibility to decide whether or not their child participates on any non-school team. We believe that parents are in the best position to understand the needs of their child and family relative to biblical instruction regarding the Sabbath.

OUT OF TOWN ACTIVITY GUIDELINES

The Director of Athletics must be provided an overview of the trip. Varsity teams should have their entire schedule, including transportation approval, location of games, emergency numbers, etc. turned in and approved at least one month before the season begins.

1. A mandatory parent meeting must be held at least two weeks prior to the trip. A permission form and behavior contract is to be signed by both parents and students. Suggested items to consider when planning out of town activities:

- Time, place and location of activity
- Telephone numbers to reach in case of an emergency
- Returning arrival time
- Arrival time location
- Arrival time location because of weather conditions
- Fees in on time and good order
- Travel arrangements must be made and approved at least two weeks prior to travel
- Letter to parents informing time of departure, telephone numbers, etc. include:
 - o Mode of travel
 - o Coach's name
 - o Location and arrangements for lodging
 - o Also, include all necessary items under "Suggested Items to Consider"
- Adequate adult assistance and supervision
- Completed forms for all students
- Completed background check forms for chaperones at least one week in advance

2. Coaches are both primarily and ultimately responsible for ensuring all trips are safe, edifying, and God-honoring. Coaches need to be vigilant and alert to prevent potential problems. Pray that the Holy Spirit would prompt you to anticipate any problems that would threaten the success of the trip.

3. Christian Academy of Louisville teams may travel no further than 45 minutes from the school for a weekday trip without special permission. The approval of the Director of Athletics is required for any weekend trip or trips taken during school breaks that extend up to 300 miles. Any trip over 300 miles must have approval of the Director of Athletics and principals. This is for consideration of family time and financial obligation. Teams may only take a trip over 300 miles every other year.

- Team traditional bus is used for games/meets that are not more than 45 minutes away.
- Charter bus is used when the event is over 45 minutes to destination and for State Champion games/meets and for any extended stay tournaments.

4. With any trip, an agenda of the trip must be submitted for Director of Athletics approval. Information for trips should include: agenda of specific sporting event including number of games, estimated costs, chaperones, a list of extracurricular events schedule the team will be following while on the trip, phone numbers, and any other pertinent information. The team will be expected to travel together as a group. The trip should be considered a team building activity. Coaches are responsible for team members whether parents attend the event or not. The following are the order to use when deciding on lodging.

- KHSAA Recommendations
- Distance from Venue, proximity location
- Hotel has a 3.5 star rating

5. Following formal approval by the Director of Athletics, the Director of Athletics will meet with the coach to finalize plans and discuss expectations for the trip. Trips must be approved before being contracted. All trips planned must be approved through appropriate channels before they are publicized with specific information to parents or team members. According to KHSAA rules, no trips are to result in loss of school time.

- The Athletic Department will reserve and pay all costs deemed necessary for hotels during district, regional, and state competitions. Hotel expenses for regular season tournaments or meets are the responsibility of the athletes.

- For safety and team reasons, all rooms will be booked for no less than four athletes. Parents may not purchase individual rooms for their athletes.
- Coaches may not share rooms with athletes and students may not be in a room alone.
- Parents may be asked to stay in separate lodging, due to “team” reasons.
- Parents are responsible for making their own lodging reservations.

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 places after practice.
- Students/Parents may park only in designated areas.
- Cars are not allowed to park in the loading or unloading area unless to drop off heavy equipment or shipments.
- Park in an area that will be safe from foul balls, etc. CHRISTIAN ACADEMY is not responsible for damaged vehicles during athletic contests.

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. An injury report must be filed in the athletic office within 2 days of any incident.

PLAYING TIME

Playing time will be based upon the level of the team. The following guidelines have been established to give clarity to this sensitive issue.

- **Intramurals:** Minimum requirements for playing time for all participants.
- **MS Teams:** We value each player’s development so all athletes at the middle school level will have playing time during the season. Player preparation, talent, safety, and game circumstances all impact the amount of playing time for each athlete. Coaches have primary discretion over determining athletes’ playing time. 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.
- **HS Teams:** Coaches have primary discretion over determining athletes’ playing time. Athletes’ are not guaranteed playing time in any of the games; however, they will have the opportunity to develop their skills in practices and contribute to the team as directed by the coach.

POLICY ON BRINGING UP ATHLETES

- 6th grade teams are available primarily for 6th graders and possibly 5th graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- 7th and 8th grade teams are available primarily for 7th and 8th graders and possibly 6th graders, based upon need of the program and skill level. The focus is on the development of individual and team skills, sportsmanship, and having fun.
- Freshmen teams are for 9th graders and possibly younger grades based upon the need of the program and skill level of the athlete. The focus is on the development of the individual and team skills and sportsmanship.
- Junior Varsity teams are an advanced developmental program available primarily for students in grades 9-11 and possibly younger grades based upon need of the program and skill level. This level is to prepare skills and ability for the varsity level.
- Varsity teams are advanced programs primarily for 9-12 graders and possibly younger grades based upon the need of the program and skill level. Skills and ability are at a high level. These athletes are the leaders of each program in and out of the athletic arena. Exemplary sportsmanship and commitment to excellence is a high priority.
- It is the desire of CHRISTIAN ACADEMY athletics to develop each athlete and program with a long-term view in mind. This will be best served as we provide opportunity for our athletes to compete

together as a group and develop as a team. Therefore, coaches must seek the approval of the Director of Athletics when considering bringing up younger athletes to a higher-level program.

PRACTICE CLOTHING/SPIRIT WEAR

- Coaches may require team members to purchase spirit wear items- practice clothing bearing the school name and sport. This may include: practice uniforms, shorts, t-shirts, hoodies, and bags. Spirit wear are non-budgeted items, paid for and kept by the athlete. Spirit wear price limits are as follows: V=\$350; MS=\$150. (Any exceptions must be approved by the Director of Athletics).
- Students are not permitted to wear revealing clothing, clothing with references to alcohol, tobacco, drugs, profanity or Satan, or clothing that has offensive symbols. All spirit wear must be approved by the Director of Athletics and may or may not be approved to wear to school-see school handbook.
- In order to gain continuity, clarity, and unity, here are the guidelines that we will be following as it relates to Christian Academy Athletic Apparel/Equipment Items. This will be the filter used in approving all athletic apparel and equipment items:
 - A. Uniforms or other apparel/equipment items kept by the school:
 - 1. Use only the two approved logos
 - 2. Use only the official school colors of Royal Blue, Red and White
 - 3. Subject to Director of Athletics Pre-Approval
 - B. Spirit Wear-items purchased by the player/parent and kept at home
 - 1. If the school logos are used, they must stay in their original form and not modified in any way, shape or form
 - 2. The universal symbol for the sport may be used i.e.: track, lacrosse, basketball, football etc....
 - 3. Use of school colors are recommended, however, other colors can be used with prior Director of Athletics approval
 - C. All orders must be placed through the Christian Academy approved vendors.

RECRUITING POLICY

- Pupils: (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guide of Academics.
- Definition: Recruiting is defined as an act, on behalf of or for the benefit of,
 - a) A school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
 - b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
 - c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.
- Penalty: Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

RETRIBUTION

There is perception by some that when one voices an opinion or concern about a coach or the Athletic Program; the student athlete will be subject to retribution by either a coach or other staff members. The Director of Athletics 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/parent suspects that some form of retribution surfaces as a result of voicing a concern, or opinion, he/she should contact the school's Director of Athletics immediately.

SEASON AND PRACTICE GUIDELINES

- Coaches should cover practice expectations in a pre-season meeting and/or informational letter.
- Varsity coaches shall advise and give direction to lower level squads in such areas as fundamentals, drills, patterns, offenses, defenses, conditioning, and coaching techniques.
- 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. Supervised study halls for teams with late practices are mandatory. Please arrange for your student accordingly.
- Summer practice may begin after the school year is completed. However, no catastrophic insurance is available. Weight lifting is not considered practice. Conditioning is considered practice when sport specific drills are used.
- Coaches are responsible for the athletes until every athlete is picked up. **Coaches may not leave an athlete unsupervised 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 ask 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.
- During the week while school is in session, HS teams may practice all 5 days no longer than 2 ½ hours and MS teams may practice 3 days no longer than 2 hours. Exceptions must be approved by the Director of Athletics. Practice will be scheduled between 3:15 and 9:00 p.m. when school is scheduled. Wednesday practices for HS teams will end by 5:15 p.m., without exception, so that our students may attend church. MS teams may practice on Wednesdays; however, HS teams will have priority due to space issues. **NO SUNDAY PRACTICES!**
- Saturday Practices are acceptable, however, should be an exception rather than a rule and should not be more than 3 hours long. With the approval of the Director of Athletics, practice may go longer than 3 hours on a Saturday, however, it should be broken up into two sessions with a rest period in between and should not exceed 4 hours total.
- There is to be no school-sponsored activity, programs or events on Sunday. Any exceptions to this policy must be submitted to the Director of Athletics in writing, and approved in writing by the Director of Athletics and Superintendent.
- **School Team State Tournaments are eligible for Sunday practice consideration as an exception, but require prior approval by Director of Athletics and the Superintendent.**
- Wednesdays are reserved for mid-week worship and family time. Games/meets will not be scheduled on Wednesday nights and high school teams will have priority for practices due to limited space and time. All practices will end no later than 5:15pm.
- All potential student-athletes must have an up to date KHSAA Sports Participation/Physical Form on file in the athletic office before they can participate in any pre-season or off-season conditioning program held or sponsored by Christian Academy and/or by any member of the Christian Academy coaching staff. Furthermore, all coaches must have completed all the necessary coaching requirements for either MS or HS before they conduct such conditioning programs.
- All off-season activities must be scheduled and approved by the athletic department.

SENIOR RECOGNITION

Senior athletes will be recognized at the final regular season home game for indoor sports and the second to final home game for outdoor sports. This will be an opportunity for the team and coaches to express gratitude for the investment that the senior student-athlete and his/her parents have made to the team. Coaches should plan this in consultation with the athletic office and solicit parental support. **NO** senior gifts over **\$50.00**

The athletic office will approve the date and will provide the following:

- Flowers to each senior athlete to be given to the parents
- Senior Recognition Form
- Set up of microphone and table for ceremony
- Director of Athletics/Principal will be at the game to congratulate the senior athletes and parents

The head coach will be responsible for the following:

- Confirming the date with the athletic office and communicate that date to your team/parents
- Pick up flowers at the athletic office and arrange for proper set up of event

STRUCTURE OF THE ATHLETIC DEPARTMENT

Director of Athletics

The Director of Athletics serves under the direction of and has a direct reporting relationship with the Superintendent. The Director of Athletics oversees the total operations of the athletic department and is assisted by the Assistant AD and other members of the athletic staff.

Assistant Director of Athletics

The Assistant AD is an extension of the Director of Athletics in matters pertaining to the department. It is his/her function to assist the Director of Athletics in carrying out specific responsibilities of the department. The Assistant AD will have a supervisory role over the Middle School and Intramural Programs.

Athletic Scheduling Coordinator

The Athletic Scheduling Coordinator will work with the coaches, schools, officials and volunteers to schedule all practices and games home and away.

Athletic Administrative Assistant

The Athletic Administrative Assistant has many responsibilities which include verifying the eligibility of coach's certifications and student athlete forms, and processes athletic department purchase orders, accounts payable/receivable.

Sports Information Coordinator

The Sports Information Coordinator handles the weekly Enews, press releases, media contacts, designing ads/programs, announcements, athletic website, and compiling records and statistics.

Site/Grounds Manager

The Site/Grounds Manager serves the athletic department in preparation of game fields and other site functions. The Site/Grounds Manager reports to the Director of Facilities.

Athletic Trainer

The Athletic Trainer is contracted to Christian Academy through the KORT program. He/she works and serves at the discretion of the Director of Athletics and ensures proper supervision of our HS athletic teams to provide assistance during any injury or incident that may occur with priority given to high impact/collision sports determined by the Athletic Trainer and Director of Athletics.

Site Managers

Site Managers oversee all aspects of home contests including: set-up, providing supplies, insuring player/spectator safety, coordinating volunteers, game receipts, and field/gym breakdown.

Concession Coordinator

The Concession Coordinator manages all concession stands including: purchasing, set-up, inventory, procedures, receipts, and training.

Campus Store Coordinator

The Campus Store Coordinator manages the overall operations of the athletic store including inventory, sales, and merchandising.

Varsity Head Coaches

Varsity head coaches will have a direct reporting relationship to the Director of Athletics on all functions of their positions, including program administration, operations, facilities, etc. Varsity head coaches, under the direction of the above outlined structure, will be responsible for the coaches on their coaching staffs, at the varsity, junior varsity, middle school levels and intramurals. In an effort "to build successful programs, the Varsity coaches will work with the Director of Athletics to help recruit, hire, train, and mentor the coaching staff of each sport. Each Varsity head coach is responsible to oversee his/her total program. This oversight will include staffing, budget management, media relations, equipment and uniform inventory control, etc. solid unified relationship with the Director of Athletics is essential for this position.

Assistants/JV/MS Coaches

All other coaches are to report directly to the varsity head coach of the program they are coaching. The main function of the coach is to support the mission and vision of the head coach and that of Christian Academy Athletics. The head coach will assign specific job responsibilities.

STUDENT ELIGIBILITY

Christian Academy of Louisville is a member of the KHSAA, (Kentucky High School Athletic Association), which is the governing body for Kentucky high school athletics. Questions pertaining to KHSAA rules and regulations can be asked of the Director of Athletics or his assistant. Answers can be found in an updated KHSAA handbook, which remains in the Director of Athletics office or at www.khsaa.org.

A. Academic Eligibility-High School

According to KHSAA rules and Christian Academy regulations, student athletes must maintain certain grade requirements. At the end of each week, the school administration checks grades of athletes and sends a report to the Director of Athletics of students who do not meet the guideline requirements. The grade requirements are as follows:

Minimum Academic Requirements

1. Cumulative Grade point average must be 2.0 or better.
2. No "F" academically in any subject.

Note: Any student not fulfilling these academic requirements is INELIGIBLE for ONE WEEK which will run from Saturday (12:01 am) to Saturday (12:01 am). Ineligible students may attend practices. They may attend home games as spectators only and may not attend away games Monday through Thursday. It is expected for these athletes to be home studying. At the next grade check, if the student has improved and met the minimum academic requirements they will be eligible to play in the next game. If not, the student remains ineligible for one more at the next grade check, if the student has improved and met the minimum academic requirements, he will be eligible to play in the next game. If not, the student remains ineligible for one more week.

Eligibility runs from midnight Friday to midnight Friday.

B. Academic Eligibility-Middle School

Academic grades are checked every Friday to determine sports eligibility. Student athletes are required to maintain a 2.0 GPA or no grades of "F". Failure to meet this requirement will result in the student athlete being ineligible to participate in games for a time frame of one week. ***If the student's ineligibility continues through the next grade check or a pattern of ineligibility develops he or she will be ineligible to participate in games and practices until they have reached eligibility status. Eligibility runs from midnight Friday to midnight Friday.***

C. Limits of Eligibility

Students in grades 8-12 are eligible to try out for all High School sports. Students may not repeat any grade and participate in sports in that 2nd or "repeating" year. A student who turns 19 years old before August 1 of a school year is not eligible to participate in athletic competition.

D. Residence Requirements

A Student shall be eligible in the school year in which he or she first enrolls each school year, or makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled at that school and meets all other eligibility requirements.

E. Transfer Students

Issues relating to students transferring into CHRISTIAN ACADEMY should be referred to the Director of Athletics and the KHSAA policies on transfer students.

F. Home-School Participants

Home-Schooled athletes must comply with KHSAA rules regarding home-school programs, found at www.khsaa.org/rules/handbook. The current stipulation is that no home-schooled athlete may participate on any HS or MS level teams sanctioned by the KHSAA. They may participate at the intramural level.

G. Required Forms/Fees-found on <http://caschools.us/centurion-athletics>

- **KHSAA Sports Participation/Physical Examination Form** -All student athletes must have a "KHSAA Sports Participation/Physical Form" turned in before he or she attends tryouts or practices. All information is mandatory on the form. If a KHSAA Sports Participation/Physical Form is not on file, the student will not participate until a KHSAA Sports Participation/Physical Form is received in the athletic office. **KHSAA Sports Participation/Physical Forms are ONLY good for one calendar year from the date indicated by the physician.** A new KHSAA Sports Participation/Physical Form must be

completed for each school year for sports. It is recommended for KHSAA Sports Participation/Physical Form is completed between June 15 and July 15 of each year. The KHSAA Sports Participation/Physical Form is used for HS and MS athletes.

- **KORT Form** - on file in the athletic office before participating in tryouts or practice.
- **Athlete/Parent Contract** - on file in the athletic office before participating in tryouts or practice.
- *Proof of Insurance-The student must have proof of insurance, up to \$25,000, to participate on a school team. The insurance information must be completed on the required KHSAA Sports Participation/Physical Form for student athletes. Please turn this form into the Athletic Office.*
- **Athletic Fee** - \$250.00 per sport for all HS student athletes and \$200.00 per sport for all MS student athletes. All athletic fees are paid on line. Other team fees or spirit wear items may apply.

H. New Student Participation

Any student new to CHRISTIAN ACADEMY must receive a letter of Admission, made one tuition payment, and cleared KHSAA Transfer paperwork (HS 10th-12th grades) before participating in any off-season conditioning, practices, or games.

SUMMER CAMPS

Christian Academy offers several exciting summer camps for students of all ages. These camps/clinics are conducted by varsity level coaches and athletes and are designed to teach the basic fundamentals of the sport, while providing a platform to disciple young boys and girls. Character lessons from God's Word will be discussed during daily devotional times. Coaches' compensation will be based upon the camp financial worksheet and coaches should meet with the Director of Athletics to discuss the terms of the camp financial worksheet before submitting an application to conduct a camp. Varsity head coaches are encouraged to develop summer camps for their sport. Parents may go online at www.caschools.us/centurion-athletics in order to find out information about these programs.

SUPERVISION OF STUDENT ATHLETES IN GYM/FIELD

- Students will not be permitted to enter the gym/playing field without an assigned coach's supervision.
- Students found in the gym/fields unattended will be asked to leave until the supervising coach arrives, and are subject to disciplinary action.
- Coaches will instruct student athletes not to enter the gym when unsupervised.
- If a coach is to be late for practice, he/she must arrange adequate adult supervision until their arrival.
- Coaches who are responsible for supervision of the gym will have a physical presence there at all times.

TEAM PHOTOGRAPHS/PICTURES

The athletic office will schedule team and player photographs at the beginning of the respective sport seasons (fall, winter, and spring) to be used for the sports program, yearbook, school newspaper, and media. The dates will follow the try-out process, once the team has been chosen and uniforms have been issued. The athletic office will inform coaches, athletes, and parents on the process to purchase photo packages of the team and player pictures.

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 not limited to; practice attendance, lateness to practice or games, or care of uniforms/equipment. The Parent/Student School handbook applies to all students and all sports and will be followed.

TRANSPORTATION

Coaches are *not* permitted to transport athletes at any time. Parents are responsible to provide transportation to all games or practices and pay for the travel expenses involved, including meals. All request for a bus/van for transportation scheduling must take place through the athletic office, however, the expenses are incurred by the program/parent (with the exception of state tournaments) and should be included in the team fee at the beginning of the season. Parents should direct transportation questions to the coach at the beginning of the season. Students may not transport students to any sports activity. Special circumstances should be discussed with the Director of Athletics. Parents and students should discuss proper safety procedures for their student driving to and from athletic events.

- Transportation of students in student vehicles is not permitted. Coaches and parents must understand that if this is done, personal insurance is exposed and should not be done without previous written parental permission.
- CHRISTIAN ACADEMY strongly suggests that coaches do not use their personal vehicles for student transport and prohibits transporting individual students.
- Directions to athletic contests will be provided on the athletic website.
- During transport, seat belts must be worn and all students must remain seated. Luggage and equipment must be free of the doors and not blocking the aisles.
- Only team personnel and players are allowed to use CHRISTIAN ACADEMY transportation.
- Only G or PG rated movies may be watched on athletic trips. Coaches should be very judicious in the selection of a movie, to insure it is commensurate with our school's mission.
- Music that is played should be free from profanity, violence, or suggestive lyrics.
- Athletes traveling home after games, with anyone other than parents, must provide written permission slips prior to the game day.
- Parents should arrange for pick-up of their children in a timely fashion after games and practices.
- Coaches may not leave athletes unsupervised, whether on CHRISTIAN ACADEMY campus or an away site, until all students have been picked up and should not be alone at any time with an athlete.

Christian Academy of Louisville teams may travel no further than 45 minutes from the school for a weekday trip without special permission. The approval of the Director of Athletics is required for any weekend trip or trips taken during school breaks that extend up to 300 miles. Any trip over 300 miles must have approval of the Director of Athletics and principals. This is for consideration of family time and financial obligation. Teams may only take a trip over 300 miles every other year.

- Team traditional bus is used for games/meets that are not more than 45 minutes away.
- Charter bus is used when the event is over 45 minutes to destination and for State Champion games/meets and for any extended stay tournaments.

TRY-OUTS/TEAM SELECTION/CUTS (All Sports, Grades 6 -12)

- Before a student may try-out or practice all required forms must be turned into the athletic office.
- In all sports where it is anticipated that a student-athlete may be cut, it is mandatory that the tryout period last at least two days.
- The coach will communicate with the Director of Athletics with a brief rationale for each cut, before it is announced.
- If a student-athlete has a legitimate excuse (in the judgment of the Varsity head coach and the Director of Athletics) for missing the tryout period, a subsequent one-day try-out may be granted to assess that player's abilities in consideration for the team.
- In the try-out process, it is important for the Varsity coach to have unlimited input as to which players are kept on the squad at all levels of the program.
- Cheerleading for MS and HS is during fall and winter seasons and tryouts are in April of each year.

UNIFORM REPLACEMENT POLICY

- Varsity uniforms may be purchased every 3-5 years. Due to the nature of some sports, once the uniforms are purchased, only fill-ins will be necessary.
- JV and MS uniforms will be purchased on an as-needed basis – usually every 6-7 years.
- Style changes or fashion do not warrant changes in uniforms if current uniforms are in good condition.
- A coach should purchase uniforms of quality that can be easily filled in, instead of requiring wholesale replacement.
- When varsity and junior varsity uniforms are the same. They can be easily moved up and down, allowing greater flexibility in sizing.
- Existing sets of uniforms will be used where possible. However, uniforms in poor condition or poor fit will be replaced, if at all possible.
- The funding of new uniforms shall come from the athletic budget and individual sports budgets that are submitted by each coach.
- Within two weeks after the final game, all uniforms must be collected, inventoried and turned into the athletic office. Turn in a copy of the inventory with the complete set of uniforms.
- The parent is responsible for the dollar replacement cost of any lost or damaged school issued equipment uniforms.

Note: In sports where uniforms tend to be changed annually, students may purchase and keep uniforms. This decision is at the discretion of the coach and Director of Athletics. Exams and final grades may be withheld until uniforms are returned and/or all monies or fees are paid.

USE OF ATHLETIC FACILITIES

- CHRISTIAN ACADEMY athletics is considered the primary user of the gym and fields. All request for use of the gym and athletic fields are to be submitted to the Director of Athletics for approval.
- The in-season sport has priority for the use of athletic facilities.
- All events and facilities usage must be submitted for approval and entered in Schedule Star. Please clear all use of the athletic facilities with the Director of Athletics.
- Coaches do not have authorization to schedule, rent, loan, or otherwise provide CHRISTIAN ACADEMY facilities to others or allow former athletes or anyone else to use our facility for profit without the consent of the Director of Athletics.
- CHRISTIAN ACADEMY athletic facilities are primarily intended for use in CHRISTIAN ACADEMY athletic contests and practices. Any facility rental/usage must gain approval by the Director of Athletics.
- All facility rental fees collected will be deposited and disbursed from a designated athletic facility rental account.
- Students are not permitted to use any facility without direct supervision from a school employee and permission from the head coach.
- Outdoor facilities are restricted from use after dark. Lighting systems are not to be turned on.
- Facilities, including the weight room, are not to be used by students or someone not affiliated with CHRISTIAN ACADEMY without direct supervision by authorized personnel.
- Facilities are NOT available for personal camps, city camps, city leagues, summer leagues, non-CHRISTIAN ACADEMY summer camps, etc. without permission from the Director of Athletics. If approved, a Certificate of Insurance naming CHRISTIAN ACADEMY as additionally insured as well as a rental contract must be provided. CHRISTIAN ACADEMY coaches may wish to arrange their private lessons/camps through the Director of Athletics.
- All facilities should be left as you found them and secured upon departure. Coaches should lock the gym, if they are the last team scheduled that evening.
- Music at all CHRISTIAN ACADEMY athletic events and in the weight room must be Christ-honoring and Director of Athletics approved.

WEATHER CHANGE POLICY

- If a game or practice is questionable due to weather issues, a change will be posted on the www.caschools.us/centurion-athletics and emailed through the team distribution list as soon as a decision has been made. An announcement will be sent to all school offices that would have students affected by this change.

Athlete and Parent Contract

Participating in Christian Academy sports is a privilege. Responsibility comes with that privilege. The following principles are understood to be in effect for an athlete involved in Christian Academy of Louisville interscholastic sports:

A current [KHSAA sports physical form](#) is required prior to participation in practices or games. I understand that the athletic trainer, provided by KORT, is for HS athletes only with service priority given to high impact/collision sports determined by the athletic trainer and athletic director.

Athletic fees and additional team expenses must be paid promptly. Practice and/or playing time will be restricted until all fees are paid.

Student must show proof of insurance, up to \$25,000, to play. Appropriate documentation is required to be included on the KHSAA sports physical form.

Uniforms and equipment distributed to the athlete is the responsibility of the participant and the parents. **Distributed items must be returned within one-week post season.** Replacement of lost or damaged uniforms and or equipment is required. The Athletic Director will determine costs. Failure to comply will cause grades to be withheld until returns or replacement costs are complete.

Due to the varied talents of athletes on each team, playing time is not guaranteed. It is the intent of each coach to give each player quality minutes during the season. Encourage your student to work hard to improve his/her talents so that he/she will be an intricate part of the team.

Excused absences include illnesses and death in the immediate family. Any other absences need the coach's prior permission to be excused. Please schedule vacations, doctor and dental appointments, etc. so as not to conflict with practice.

Grade checks will be made every week. Parents are asked not to withdraw any student for the reason of grades, without first speaking to the coach. Please see the School Handbook on requirements.

It is the parent's responsibility to transport their student to and from practices and games. The school will provide transportation on limited occasions for games or events.

Appropriate sportsmanship is required of every athlete and his/her parents at all times. The CHRISTIAN ACADEMY athlete and parents have an obligation to conduct themselves at all times in a manner that is pleasing to God. Inappropriate attitude and/or behavior may cause an athlete or parent to be removed from the competition area. The coach and/or Director of Athletics have the final decision in such matters.

I have read this contract and will abide by all it contains. In addition, I waive the receipt of a hard copy of the KHSAA eligibility information which is available on the KHSAA website (www.khsaa.org).



Official Sports Medicine
 Provider for
 Christian Academy of
 Louisville Athletics

CAL retains the services of a state licensed and nationally certified athletic trainer through the Kentucky Orthopedic Rehab Team (KORT).

KORT’s Notice of Privacy Practices
 2021-22

I do hereby consent to Kentucky Orthopedic Rehab Team in using or disclosing my protected health information for the purpose of providing treatment to me or to carry out the Practice’s health care operations. I do hereby consent to allow the Practice to use or disclose my personal health information for treatment provided from another healthcare facility or practice. I further consent to the disclosure of my protected health information in order for another healthcare facility or practice to conduct health care operations; including quality assessments & procedures, medical necessary tests, as well as review of the competency of health care professionals.

I acknowledge that I may obtain a full and unabridged version of KORT’s Notice of Privacy Practices from the Athletic Trainer, which contains a more detailed description of the uses and disclosures allowed by this consent as well as any other rights I may have pertaining to my personal health information, from the Athletic Trainer at CAL or any KORT location. It will also be posted in the athletic training room at CAL. I understand that the Athletic Trainer is assigned to HS athletes only, with service priority given to the high impact/collision sports determined by the Athletic Trainer and the Director of Athletics.

 Athlete’s Name

 Date

 Parent/Legal Guardian’s Name (printed)

 Date

 Parent/Legal Guardian’s Name (printed)

 Date

Christian Academy of Louisville Athletic Department may retain my child’s original copy of the sports physical in the permanent files as required by KHSAA. For emergencies, the coach of my child’s sport may keep a copy of the KHSAA sports physical in the team notebook.

 Parent/Legal Guardian’s Name (signed)

 Date

Christian Academy of Louisville 2021-22 Sport Offerings and Fees

High School 9-12	Middle School 6-8	Elementary 1-5
\$250	\$200	Varies
Fall Season	Fall Season	Fall Season
August -October	August -October	August -October
Girls	Girls	Girls
Cross Country	Cross Country	Cross Country
Cheerleading-V/JV	Cheerleading	Volleyball
Volleyball - V/JV/Freshmen	Volleyball-6 th /7 th /8 th	Tennis
Field Hockey-V/JV	Tennis	
Golf - V/JV	Field Hockey	
Soccer - V/JV		
Boys	Boys	Boys
Cross Country	Cross Country	Cross Country
Football - V/JV/Freshmen	Football-Tackle - 6 th , 7 th , & 8 th	Football-Tackle –1st- 5 th
Golf - V/JV	Tennis	Tennis
Soccer - V/JV		
Winter Season	Winter Season	Winter Season
October-February	October-February	October-February
Girls	Girls	Girls
Basketball - V/JV/Freshmen	Basketball - 6th/7th/8th	Basketball
Cheerleading - V/JV	Cheerleading	Cheerleading
Swimming	Swimming	
Bowling	Bowling	
Boys	Boys	Boys
Basketball - V/JV/Freshmen	Basketball - 6th/7th/8th	Basketball
Swimming	Swimming	
Bowling	Bowling	
Spring Season	Spring Season	Spring Season
February-May	February-May	February-May
Girls	Girls	Girls
Softball- V/JV	Softball	Cross Country
Track and Field	Track and Field	Soccer
Tennis - V/JV	Lacrosse	
Lacrosse-V/JV	Golf	
Archery	Soccer	
Bass Fishing	Archery	
ESports		
Boys	Boys	Boys
Baseball – V/JV/Freshmen	Baseball - 6th/7th/8th	Cross Country
Lacrosse-V/JV/Freshmen	Lacrosse – 5 th & 6 th /7 th & 8 th	Soccer
Tennis - V/JV	Track and Field	
Track and Field	Golf	
Spring Football -9th-11th	Soccer	
Archery	Archery	
Bass Fishing		
ESports		

Moved MS Tennis from Spring to Fall-2009
 Added MS Lacrosse to the Spring Season-2010
 Added HS/MS Bowling to the Winter Season -2014
 Added HS Bass Fishing Spring Season – 2022
 Added HS ESports Winter and Spring Season – 2021/22
 Note: HS/MS Cheerleading is fall and winter with tryouts in May.

