

Athletic Handbook



When we are equipped, we can stand against the
difficulties of this world and know for sure that
"The Lord is with you, Mighty Warrior."
(Judges 6:12)

CANON CHRISTIAN ACADEMY ATHLETIC HANDBOOK

SECTION 1 – General information Canon Christian Academy (CCA) Athletics

1. Introduction and Philosophy

SECTION 2 – CCA School Eligibility

1. CCA Eligibility
2. NMAA Eligibility
3. Scholastic Eligibility
4. Basic Eligibility

SECTION 3 – Clearance Forms for Eligibility

SECTION 4 – Canon Christian School Policy and Information

1. Risk of Injury
2. Release from Class
3. Equipment and Uniforms
4. Transportation
5. Suspension or Removal from Team
6. Team & Practice Policies
7. Hazing
8. Assumption and Consent of Athletic Risk
9. Ejections
10. Awards. Letters and Certificate Awards
11. Missing Practice

SECTION 5 – Communication Among Athlete, Coach and Parent

1. Athlete's Responsibilities
2. Parent's Responsibilities
3. Coach's Responsibilities

INTRODUCTION AND PHILOSOPHY

I Corinthians 9:24-25 "Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain it. And everyone who competes for the prize is temperate in all things. Now they do it to obtain a perishable crown, be we for an imperishable crown."

- The major goal of an interscholastic athletic program is the same as for any other educational program: To provide students with the opportunity to develop to their maximum potential and to teach life skills. At the same time at CCA we strive to honor God in all we do. With this in mind I would like to include an excerpt from an article by Dr. Paul A. Kienel entitled, "It's Only a Game".
- Athletics are certainly not worth doing anything which might damage the testimony of the school. Players, coaches, and spectators must remember that when our opponents and their fans are Christians, they are our brothers and sisters in the Lord, and they should be treated as such. When our opponents and their fans are not Christians, they need to know our Savior, and our testimony for the Lord becomes all the more important.
- The athletic philosophy of our school flows naturally out of our educational philosophy. Therefore, the primary goal of our athletic program is to bring glory to God through encouraging our teams to perform to the best of the ability the Lord has given them.
- Biblical principles applied to our program. First, we want to teach respect for authority. Players need to respect coaches, while coaches, players, and fans need to respect officials. Second, we want to teach the principle of putting aside individual desires and goals for the good of the team. Third, we want to teach players to realize that often their true character will come out in the heat of competition, and that there are valuable lessons to be learned and adjustments to be made.

Sportsmanship and Positive Christian Testimony:

- Show proper respect to the players on both teams.
- Show proper respect for the visiting crowd.
- Show proper respect for officials and their position of authority – game.
- Please do not "BOO" or otherwise show a negative reaction to an official's decision or to a player's performance.

SECTION 2-CCA SCHOOL ELIGIBILITY

CANON CHRISTIAN ACADEMY ELIGIBILITY

1 Peter 2:13 – “Therefore submit yourselves to every ordinance of man for the Lord’s sake.”

Canon Christian Academy – Scholastic Eligibility for Athletes

1. Scholastic eligibility is assessed at each 9-week grading period.
 - A. If the GPA falls below 2.5, the student is placed on Probation for the next 9 week grading period. He/she may continue to participate, but must achieve a 2.5 during the next grading period to remain eligible. The student must meet with the Headmaster within the first week of his/her probation.
 - B. If the GPA remains below a 2.5 for the next report card, the student then becomes ineligible in the following 9 week grading period.
 - C. The student will remain ineligible until he/she earns a 2.5 or better for the 9-week grading period.
 - D. Any student who remains ineligible for more than two grading periods will be required to meet with the Headmaster and Athletic Director to determine whether the athlete may continue to participate in athletics for the remainder of the year.

Basic Eligibility for Participation in NMAA (Public Schools Athletics)

1. Student participation in interscholastic activities plays a significant role in personal and educational development. I understand that athletic participation is a privilege and not a right. Because of limitations of space and coaches, team size may require that athletes be eliminated from the program. It is the responsibility of each athlete to prepare themselves for the opening day of their seasons.
 - A. Fall Sports: Generally two weeks before the first day of school.
 - B. Winter Sports: Generally the first week of November.
 - C. Spring Sports: Generally the first week of February.
2. Eligibility is based on the New Mexico Activities Association (NMAA) policies and guidelines.

10.7 NON-MEMBER PRIVATE SCHOOL PARTICIPATION ELIGIBILITY

10.7.1 Definition of a Private School A school, other than a home school, that offers on-site programs of instruction and is not under the control, supervision or management of a local school board. The school is supported by a private organization or private individuals rather than by the government.

10.7.2 Definition of a Non-Member Private School A private school, as defined in 10.7.1, that is not a member of the New Mexico Activities Association.

10.7.3 Regulations for Non-Member Private School Student Participation in Public School of Student(s) Residence Attendance Zone A. Student’s bona fide residence must be within the attendance area of the public school. B. Scholastic eligibility (GPA, failing grades, attendance) from the non-member private school must be verified based upon the latest official grade report. X-6 C. A complete, valid physical must be on file including all consent and information requirements from parents (including insurance provider). D. Verify all other NMAA requirements and guidelines (e.g. age, participation limits, amateur status, etc.) as specified in Section VI – Eligibility (Bylaws) of the NMAA Handbook are met.

10.7.4 Mutual Code of Conduct Agreement A Code of Conduct/Discipline Agreement must be in writing and signed by the Student(s), the Student(s) parents, and both school administrators, a copy of which is to be kept on file at the Student(s) non-member private school as well as the public school in which the Student(s) is participating. The Student(s) must adhere to all code of conduct rules and regulations required of the students at the member school in which the Student(s) is participating.

10.7.5 Physicals/Insurance/Catastrophic Insurance Requirements Student participants must maintain an annual physical that is kept on file with both the nonmember private and public schools. Student participants must also have proof of insurance coverage on file. (See Sections 6.15, 6.16)

10.7.6 Transportation to and from practice is the responsibility of the Student(s) participating on the team.

10.7.7 On-Line Reporting The public school fielding the team the Student(s) is participating with will be responsible for the on-line reporting.

The previous information is through the NMAA, additional information may be achieved through the official NMAA website.

Canon Christian Academy policy referring to eligibility and grading may be obtained through the Canon Christian Academy website.

CCA SECTION 3- CLEARANCE FORMS AND ELIGIBILITY

CCA – Clearance Forms for Eligibility

Athletic clearance is to be completed before trying out for any team. Athletes will not be allowed to try out, or be issued any equipment until all information is filled out completely and turned in. The information consists of:

- A current physical verified by a Physician's signature on the medical exam form NMAA Medical Examination, Concussion form, CCA Athletic Waiver, and CCA Middle School Medical Waiver stating that the student has passed the physical examination. Physical must be June 1st of the preceding year (year to date).
- Parent's consent to participate.
- Code of Conduct signed by both student and parent.
- Acknowledgement and signed CCA Ethics in Sports.
- Parent's signature acknowledging Agreement to obey all CCA rules and regulations as stated in Section 4.
- Parent's signature acknowledging the Awareness of Risk in Sports as stated in Section 4.
- Parent's signature on waiver indicating insurance carrier and policy number.
- Transportation Waiver form signed by student and parent.
- Acknowledgement of the Scholastic Requirement as stated in Section 2.

CCA SECTION 4- SCHOOL POLICY & INFORMATION

Canon Christian Academy– Awareness of Risks of Injury, Warning, and Agreement to obey Instructions:

Students and parents need to be aware that playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. All participants and parents/guardians must understand that the dangers and risks of playing or practicing to play include but are not limited to death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, muscles, tendons, and

other aspects of the skeletal system, and serious injury impairment to other aspects of the body's general health and well being. All involved must understand that the dangers of playing or practicing to play may result not only in serious injury, but in serious impairment of one's future ability to earn a living, to engage in other business, social, and recreational activities. All athletes must recognize the importance of following coaches' instructions regarding playing techniques, training, and other team rules, etc., and agree to obey such instructions. An athlete may be removed from the team if the coach or Athletic Director feels that participating in a particular sport may increase risk of injury to the player.

Canon Christian Academy – Risk of Injury

Participation in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, better medical coverage, and improvements in equipment have reduced these risks BUT IT IS IMPOSSIBLE TO TOTALLY ELIMINATE SUCH OCCURANCES FROM ATHLETICS. Players can reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program and inspecting their own equipment daily. DAMAGED EQUIPMENT MUST BE REPLACED IMMEDIATELY. EVEN IF ALL THESE REQUIREMENTS ARE MET, AND EVEN IF THE ATHLETE IS USING EXCELLENT PROTECTIVE EQUIPMENT, A SERIOUS ACCIDENT MAY STILL OCCUR.

CCA – Release from class

Teachers will receive a team roster with the names of all team members at the beginning of a season (updated as needed). Athletes with an early release time should remind their teacher of this before class on the day of the event. Students are responsible for any and all work missed due. It is not the teacher's responsibility to make sure that the athletes complete work that is missed due to early release from class.

CCA – Equipment and Uniforms

Athletes should treat all equipment as though it were their own personal property. They must not abuse it. No trades should be made without the approval of the Head Coach. When players lose uniforms or equipment, they may not take part in any other sport until it is found and returned or paid for in full. Athletes are financially responsible for all equipment checked out to them.

- Athletes must return equipment immediately at the conclusion of a season to avoid any problems with scheduling classes, obtaining credits, or graduation. No athlete will receive his/her grades until all equipment is turned in to the school.
- No athlete will be allowed to play another sport until all his/her equipment is turned in.
- If an athlete quits or is released from the team, he/she must turn in equipment immediately.
- Athletes assume liability for use of own athletic equipment. Uniforms are not to be worn around school or after school unless for game purposes, or previously approved by the coach.
- Only uniforms issued by the Athletic Department will be permitted to be worn for contests, unless a waiver form is completed by student, parent, trainer, and coaches.

CCA – Transportation to and from Athletic Competitions

It is our policy to transport students safely to and from athletic events. The following procedures are to be followed in order to transport our students in a safe and orderly manner.

- Before the team travels, a parent consent form must be signed for each and every athlete on the team. This form must include parental consent, and the travel dates and destinations. These forms must be given to the Athletic Director, who will then confirm and alert the administration.
- A roster of those traveling on the bus will be in the coach's possession at each time of departure. The coach will take attendance and confirm with the driver prior to departure.
- Upon return, the coach again will take attendance and confirm with the bus driver. Any student not returning with the team must have a signed "Alternate Transportation"

- If for some special reason an athlete's parent or guardian wishes to take the athlete home after a contest, the parents must notify the head coach in advance. The parent must meet the athlete in person after the contest. Private cars may not be used without expressed permission of the athletic director and issuance of a signed insurance form.
- All student athletes must travel with coach or approved drivers to all athletic contests. A parent may not insist on driving his/her own athlete to an athletic contest unless given permission by the Athletic Director. Some reasons for this policy are as follows:
 - A. Coaches may want athlete focused on upcoming athletic event.
 - B. Team unity
 - C. May need to review plays or strategies with the athlete
 - D. Want to insure athlete is on proper time table to be prepared to compete.
- Under certain circumstances, an athlete with a valid driver's license, the approval of the coach, Athletic Director, and with written parental consent/waiver, may drive his/her own vehicle to the contest.
- Good behavior on the bus or van is expected. As a member of a team representing Canon Christian Academy, it is the student's responsibility to uphold that reputation.
- During practice and games, athletes are required to remain with the team at all times.
- Any athlete failing to abide by the aforementioned rules may be suspended or removed from the team or athletics.

CCA – Suspension or Dismissal from the Team

- Any athlete involved in a fight will be immediately removed from the field of play and will not participate during the rest of the contest. In addition, he/she will be suspended for an indefinite period of time from competing in future contests. (CCA rule)
- Any athlete suspended from school may not participate in, or attend an athletic event or practice during the duration of his/her suspension.
- Athletes with frequent absences and/or tardies and discipline problems in either the classroom or on the athletic field may be deemed ineligible by the coach, school administration or Athletic Director

Team and Practice Policies

Pre-Season Meeting: Each sport will hold a meeting prior to each season (fall, winter, and spring) for all parents and athletes. Rules and policies will be discussed. Expectations to any policies will be outlined. The parents and the students will be informed of the inherent risks in sport participation. The staff will outline risks specific to that sport, and any other expectations or requirements for tryouts, and/or the season.

In-Season Practice: Practice sessions are vital for both the student athlete and the team. For this reason, the student athlete should meet all attendance requirements designated in the NMAA handbook. It is the responsibility of the parent to notify the coach prior to an absence and to present a valid reason for non-attendance. This should be made clear to all athletes and their parents at the beginning of the season.

Off-Season and Summer Participation: Specific guidelines governing off-season and summer participation and coaching are thoroughly covered in the NMAA handbook. Sec.7.8.1

Sunday Practices: Sunday practices and competitions for CCA teams are highly discouraged. Sunday is a time devoted to God and families. In most circumstances Sunday should be avoided, but when there is conflict, decisions should be made by those families and coaches involved, with permission from Headmaster and Athletic Director.

Hazing

Hazing is an act committed or threatened against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party. This includes any activities that involve physical harm, sexual overtones, extreme and unreasonable levels of embarrassment or humiliation, or violation of any rules or laws. Hazing is not permitted as part of any team or activity as an initiation or right of passage. Hazing in any form will not be tolerated at Canon Christian Academy.

Awards and Banquets

Lettering: An athlete must be a student in good standing at CCA and a member of a varsity athletic team to letter. All information regarding team rules and policies apply to all teams and team managers. Varsity team managers must be involved and participate throughout the season to be eligible for a letter.

Varsity letters are a significant reward given to CCA student athletes. Lettering criteria will be determined by each head coach and should be significant to make earning of a varsity letter an honor.

After the season when a sport has ended, a banquet or get-together honoring the athletes and the coaches may be held. Banquets are funded by each individual sport. Banquets may include the athletes, their parents, and other invited guests.

Assumption and Consent of Athletic Risk

Parents and athletes must acknowledge the risk inherent in sports. There is a potential for catastrophic athletic injury; however, the incident of such injury is rare. It is important that both the parent and athlete understand that:

- It is the athlete and parent's responsibility to provide insurance and medical coverage for the participant.
- Proof of insurance must accompany the physical form.
- It is the athlete's responsibility to follow rules and procedures.
- Athlete must wear and maintain equipment and attire.
- Understand that proper technique can minimize injuries.
- Practice attendance is an important aspect for the development of skills necessary to participate, and provides proper technique to minimize injuries.

Ejections

Ejection is the removal or termination of participation in a contest for violations of the conduct rules, fighting or unsportsmanlike conduct.

A player removed by an official is ineligible for the next regular season scheduled contest. This includes any contest at any level; Varsity, JV or Mid-School. A coach must sit the next contest if he/she is ejected (go through NMAA process). If an ejection occurs in the last regular season game, the participant/coach is ineligible for the next game (post season or the first game of the next season). Subsequent ejections will require more significant consequences and will be administered by CCA administration.

CCA SECTION 5-COMMUNICATION AMONG ATHLETE, COACH AND PARENT

Athlete's Responsibilities

*** Attendance**

1. Be at all practices and games.
2. Be on Time

*** Attitude**

1. Have a positive attitude with team and coaches.
2. Represent Canon Christian Academy in a positive manner at all times.
3. Come prepared to be part of the team.
4. Be prepared to make personal sacrifices to help the team.
5. Come prepared to do your best. This includes proper nutrition, sleep, and care of injuries and illness.

*** Communication**

1. Communicate any problems with the coach.
2. If you don't understand something ask the coach. (Remember to be respectful of yourself, your teammates, your coaches, your parents and the fans at all times).

Parent Responsibilities:

*** Attendance**

Encourage your student/athlete to be on time –

*** Attitude**

1. Help your student/athlete to know and understand school and team rules.
2. Help your student/athlete to understand the team concept by explaining and supporting their role on the team.
3. Help your student/athlete to come prepared to do his/her best by encouraging them to be physically and mentally prepared. This includes: proper nutrition, sleep, care of injuries and illness.
4. Help your student/athlete to understand the team comes before the individual.

*** Communication**

Encourage your student/athlete to communicate appropriately and respectfully with the coach.

Coaches' Responsibilities

*** Attendance**

1. Provide schedules of all practices and games
2. Communicate any changes in schedule in a timely manner
3. Be on time

*** Attitude**

1. Come prepared for all practices and games
2. Encourage the athletes to do their best
3. Apply all school and team rules to all athletes equally
4. Be professional in all actions and words

*** Communication**

1. Philosophy of the coach
2. Expectations of the athletes and the team
3. Location and times of all practices and games
4. Communicate all CCA, CCA and team rules to athletes and parents clearly
5. Communicate to individual athlete's their role on the team
6. Return parents phone calls in a timely manner

Communication you can expect from your athlete's coach:

- Philosophy of the coach
- Expectations of the athlete and the team
- Location and times of all practices and games

Communication that coaches can expect from parents:

- Appropriate concerns can be expressed directly to the coaches
- Specific questions about philosophy or expectations
- Notification of any illness or injuries
- Timely notification of any absences prior to practices or games

Appropriate concerns to discuss with coaches:

- Treatment of your child (mentally, physically, or verbally)
- Ways to help your child improve
- Concerns about your child's behavior or academic problems

Inappropriate concerns to discuss with coaches:

- Playing time
- Team strategy
- Play call or substitutions
- Another athlete
- Why your athlete has been cut.

Please follow the protocol and the chain of command if you need clarification or disagree with a coach.

1. Instruct your son/daughter to privately discuss the issue with coach at an appropriate time. (This teaches maturity)
2. Parents should not attempt to confront a coach before or after a contest or practice.
 - A.) Those can be emotional times for both the parent and the coach
 - B.) Unscheduled meetings do not promote resolution
 - C.) The coach's focus towards their sport will not allow them to adequately communicate with you.
3. Call the school and set up an appointment with the coach.
4. If you are still not satisfied, please contact the Athletic Director by phone, e-mail, or mail to schedule a meeting.

Coaches' Code of Ethics

National Federation Interscholastic Coaches Association

- The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, athletic directors, school administrators, the high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with total school program.
- The coach shall take an active goal in the prevention of drug, alcohol, and tobacco abuse and under no circumstances shall authorize their use.
- The coach shall be thoroughly equated with the contest rules and is responsible for their interpretation to team members.
- The spirit and letter of rules should be regarded as mutual agreements.
- The coach shall not try to seek any advantage by circumvention of the spirit and letter of rules
- Contest officials shall have the respect and support of the coach. The coach shall not indulge in the conducts which will insight players and spectators against the officials. Public criticism of the officials is ethical. Proper channels shall be followed when poor officiating warrants attention to the proper organization.
- The smart coach learns that it is not necessarily the super player, but the good, consistent athlete, who will exhibit a positive attitude in practices and games. This is the kind of athlete every coach wants: the player who has self-discipline and self confidence, who is dedicated to winning and who is willing to make the commitment to achieve his maximum potential.
- The coach shall be a consistent, fair disciplinarian, a strong motivational leader, and an excellent leader. He must be thoroughly conversant with psychology. The players, administration, faculty, and community must have respect and faith in him.

- Coaches shall/must work at getting along with others within the profession. They must subordinate their egos and personality conflicts. They should lend encouragement and support to other programs within the school whenever possible.

Canon Christian Academy Expectations of Coaches

1. Relationship with the Lord must be right.
 - a. Be in the Word and Pray daily.
 - b. Be obedient in your walk
2. Nurture your relationship with your spouse and children
3. Student Athletes placed above the game
 - a. Academics first
 - b. Never allow the game to become bigger than your players or your values.
4. Teach the fundamentals
 - a. Explain why you are doing different drills so the athlete understands.
 - b. An athlete who is not in shape will never reach their full potential.
5. Live and teach integrity and discipline.
 - a. Your athletes will mirror your actions
 - b. Implement Godly principles into your daily coaching, parallel disciplines of your sport with Biblical principles.
6. Teach team over individual.
 - a. Team effort wins.
 - b. Treat each individual remembering they are a child of God.
7. Strive to play with high intensity.
 - a. Play to win; do not play "not to lose."
 - b. Never set goals to win by so many points. Focus on giving 100% at all times.
 - c. Never be afraid of losing.
8. Set your goals and devise a plan to reach them.
 - a. In your daily practices have a detailed practice schedule.
 - b. Transfer your drills to game-like situations
 - c. Demand 100% effort from all your athletes.
 - d. Challenge your players

9. Play a balanced, challenging schedule.
 - a. Have a desire to play teams of equal or greater talent.
 - b. Do not set a schedule to win all games or to lose all games.
10. Coaches have a tremendous opportunity to have a positive influence over the young men and woman they get to work with each year. Be a model for those that see us each day and trust we can make a difference for tomorrow's leaders.

1Corinthians 11:1 "And you should follow my example, just as I follow Christ's"